Job Opportunity - Administrative Vacancies

The **SVGCC** is seeking to recruit qualified and innovative individuals for various positions throughout our Divisions. The specific positions of interest are:

- Office Clerks
- Junior Clerk - Inventory
- Library Assistant
- Information Technology Technician

OFFICE/JUNIOR CLERK

SUMMARY OF DUTIES & RESPONSIBILITIES:

- Ensuring the smooth running of the office and providing critical support services to the department or section in which you will serve.

- Ensuring the accurate and timely preparation of and dissemination of correspondence and information.

- Maintaining files and records so they remain updated and easily accessible.

- Taking messages, giving accurate information and redirecting calls to appropriate parties.

- Counting materials, equipment, merchandise or supplies in stock
- Reporting discrepancies between physical counts and computer records

QUALIFICATIONS AND EXPERIENCE

- Passes in at least five subjects at CSEC General Proficiency level or its equivalent including English Language
- An Associate degree, or its equivalent, in a secretarial or administrative field
- Word processing and spreadsheet analysis
- The ability to maintain filing systems and manage records; and
- At least five years of relevant experience.
- Proven work experience as an Inventory Clerk (desirable)

WHO SHOULD APPLY:

We would love to have you on board if you:

➔ Are organised, enthusiastic, and committed to excellence;
➔ Can work independently while being committed to achieving team and organisational goals;
➔ You are teachable and have a high regard for integrity and accountability;

APPLICATION PROCESS
1. Gather the following documents as part of your application:
   o Cover Letter
   o A recent Curriculum Vitae
   o Copies of academic certificates
2. Submit your application via email to hr@svgcc.vc, with the subject title – Job Application: (Position being applied for; Division).
3. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using email hr@svgcc.vc) without waiting to be contacted by the College.

CLOSING DATE for receipt of applications is Sunday June 23rd, 2024.

LIBRARY ASSISTANT

SUMMARY OF DUTIES & RESPONSIBILITIES:

- Sorting and shelving library materials
- Searching and maintaining library files and patron records using various databases
- Providing routine information and assistance to faculty, staff, students and other academic institutions and community users
- Processing reserve requests, overdue notices and invoicing and book functions
- Issuing, renewing and discharging library materials
- Operating standard library equipment

QUALIFICATIONS AND EXPERIENCE

- Passes in at least five subjects at CSEC General Proficiency level or its equivalent including English Language

- Certification as a Library Assistant or an equivalent qualification

- Word processing and spreadsheet analysis

- The ability to maintain filing systems and manage records

- At least six years of relevant experience.

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INFORMATION TECHNOLOGY TECHNICIAN

SUMMARY OF DUTIES & RESPONSIBILITIES:

- Troubleshoot any problems that may arise pertaining to hardware, software and networks;
- Be familiar with all hardware and software used and network operating systems;
- Provide individual training and support on request;
- Maintain inventory of technology, hardware, software and resources;
- Log in required repairs and maintenance;
- Provide network access to all staff and students;
- Connect and set up hardware for staff and for students in computer labs;
- Load all necessary software on computers; and to perform necessary hardware and software updates regularly.

QUALIFICATIONS AND EXPERIENCE

- At least an Associate Degree in Information Technology or a related field
- Or at least three years of work experience in a related field.
- The ability to install and administer computer hardware, software and networks;
- Extensive knowledge of:

    (i) Computer hardware and software systems and programmes;

    (ii) Computer networks, network administration and network installation;

    (iii) Internet and email programs; and

    (iv) Computer viruses and security;

- The ability to maintain and update knowledge of IT content.

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