



The Institute of Chartered Accountants of the Caribbean

CAREER OPPORTUNITY ADMINISTRATIVE OFFICER

DESCRIPTION

The Institute of Chartered Accountants of the Caribbean (ICAC), an association of national accounting organisations in the Caribbean, is seeking a dynamic, self-motivated Administrative Officer to support the Secretariat located in Kingston, Jamaica in fulfilling its mandate.

Reporting directly to the Chief Executive Officer, the Administrative Officer would be responsible for:

- The general administrative functions within the organisation;
- Office operations and secretarial duties; and
- Providing support to the ICAC CEO, Executive and the ICAC Board as required for the implementation and execution of regional initiatives.

The ICAC invites suitable persons meeting the criteria below to apply.

QUALIFICATIONS AND EXPERIENCE:

- University Degree in Administration or Management or similar qualification;
- At least two years' administrative experience in a similar capacity; and
- Working knowledge of the Microsoft 365 Office Suite including Microsoft Outlook.

REQUIRED SKILLS AND SPECIALISED TECHNIQUES

- Ability to communicate effectively, both orally and in writing;
- Good analytical skills, sound reasoning and judgement;
- Ability to meet deadlines;
- Ability to operate on his/her own initiative; and
- Excellent interpersonal skills; and
- Excellent organisational skills.

An attractive compensation package will be offered to the successful candidate.

Suitably qualified applicants should submit a resume including contact information for references and a cover letter by email, to **admin@icacorg.com** by **July 27, 2018**. Only shortlisted candidates will be contacted.