



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: **Office Attendant**

DEPARTMENT: **Office of the Premier and Public Policy**

MINISTRY: **Office of the Premier and Public Policy**

LOCATION: **Providenciales**

JOB SUMMARY:

This is an auxiliary support position which has responsibility for caretaking services to the Office of the Premier

TASKS AND RESPONSIBILITIES:

1. Anticipate the office needs of the Premier's Office in terms of hospitality and provide an exceptional experience for the Premier, Ministers and visitors.
2. Greeting guests and visitors warmly and make them feel welcome and attended.
3. Serves food to Premier and Deputy Premier.
4. Maintain inventory of supplies and order new stock as needed.
5. Light cleaning in the office areas. This includes dusting, vacuuming, sweeping and mopping the floors.
6. Cleaning the bathrooms, including mirrors, toilets, with the frequency depending on daily traffic.
7. Cleaning the kitchen, including wiping down appliances, counters, sinks and cabinet doors.
8. Ensure that office environment including visitor spaces and lobby are clean and tidy at all times.
9. Run errands for the Office of the Premier associated with procuring janitorial and food supplies.
10. Removing garbage.
11. Adhere to all Public Service codes, rules and regulations
12. Perform any other related tasks that may be assigned.

QUALIFICATIONS AND EXPERIENCE:

- At least three years of experience with corporate housekeeping.
- Excellent working knowledge of cleaning appliances and their operations and proper use of cleaning agents.
- Attention to detail.
- Physical strength and stamina to work extended periods.
- Ability to maintain confidentiality.





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Salary: Grade 3.1 \$27,383.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable).

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

