

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Office Generalist/Frontline Support



Opening Date: 19th November, 2020
Closing Date: 3rd December, 2020
Location: Pockwood Pond, Tortola
Ministry/Department: Department of Motor Vehicle
Job Classification: Administrative
Assignment Duration: Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment
- ✓ grow your knowledge and experience
- ✓ develop and utilize new skills

RESPONSIBILITIES

1. Answer, screen and transfer calls appropriately, record messages and distribute them to officers to ensure a timely and adequate flow of information.
2. Perform clerical and data entry functions.
3. Update and maintain information on computer systems, databases and spreadsheets and in archives.
4. Assist in processing paperwork, gathering information and verifying data.
5. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
6. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
7. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Organises and develops self
- Manages self to ensure conduct meets departmental standards
- Develops and maintains effective working relationships
- Organises and maintains information
- Communicates information
- Supports change
- Contributes to the effective use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

HOW TO APPLY:

Please complete the **job rotation application** and provide an up to date **resume**. All application packets must be submitted to the Department of Human Resources at the address provided below by the closing date.

Director of Human Resources
Department of Human Resources
Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrgbvi@gov.vg