



Temporary Job Opening Announcement

The **General Employees' Co-operative Credit Union Limited (GECCU)** is seeking to recruit a suitable candidate for a position as Junior Clerk at its office in **UNION ISLAND**. The employment is temporary and will last for **one (1) year**.

Summary of Position:

The Junior Clerk is accountable to the branch administrator and will assist with the processing of transactions on behalf of members, provide information on the credit union's products and services, direct members to the branch administrator as required and assist with clerical tasks.

Qualifications and Experience:

- Five (5) O-level subjects or equivalent, including English and Mathematics.

Knowledge, Skills and Abilities

- Ability to maintain a high level of confidentiality and integrity
- Ability to communicate effectively, both orally and in writing
- Excellent interpersonal skills
- Good organizational and efficient management skills with the ability to prioritize work
- Proficient in Microsoft Word and Excel
- Meticulous attention to details

Letters of application accompanied by proof of qualifications, resumé and **two (2) recent testimonials** should be submitted to:

The Operations Officer
GECCU Limited
P.O. Box 1636
Halifax Street
Kingstown

Closing Date for Applications: November 30, 2023

*Only applicants who are shortlisted would be notified. The successful applicant will be responsible for his/her accommodation in **Union Island**.*