

NATIONAL TELECOMMUNICATIONS REGULATORY COMMISSION
NTRC
(Saint Lucia)



VACANCY NOTICE

For the post of

OFFICE ASSISTANT

Core Functions:

Under the general supervision of the Administrative Officer to the Commission, the Office Assistant is required to work in the Organisation's front office, to provide clerical support to all officers and to maintain the Commission's information management system.

Main Duties:

- Under the direction of the Administrative Officer or anyone acting in that capacity, you will be responsible for execution of the following duties:
- Answering and directing phone calls to relevant staff;
- Being a point of contact for a range of staff and external stakeholders;
- Processing and directing mail and incoming packages or deliveries;
- Greeting and directing visitors;
- Excel document created to help keep track of payments and acknowledgement letters sent and applications paid for;
- Ensure that the database for payment confirmation of type approval is up to date;
- Process applications when received and forward to Technical Officer/Senior Technical Officer;
- Communicate with applicants to ensure that all required documents are included along with application form;
- Ensure applications are approved by Commissioners in a timely manner and communicated to the technical department;
- Scan and email all signed Licences received from the minister to the Technical assistant;
- Ensure that files of applicants are organized;
- Ensure that information in the licensing database is accurate and up to date; and

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- Ensure that acknowledgement letters are sent to applicants to state that the application process.
- Perform such other related duties as may be assigned.

Qualifications and Experience: The candidate should have qualification at Diploma level in Front Office Administration or any other relevant field. The candidate should also have experience in managing a front office and maintaining an information management system. He/she should be proficient in using Microsoft applications, specifically Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access.

Compensation: Compensation package will be determined in accordance with qualifications and experience.

An application, accompanied by a Curriculum Vitae, and the names and contact details of two (2) referees, should be sent to the following address: -

The Chief Executive Officer
NTRC
P. O. Box GM 690
Castries
St. Lucia

Applications may also be hand delivered at the following address: -

NTRC
Rajana Building
Bois D'Orange
Gros Islet
Saint Lucia

Or Emailed to the following email address: ntrc@ntrcslu.lc

Applications should be submitted no later than, **January 8, 2021**