

Commercial Administrator

Residency	5 years residency required
Contract	Permanent
Hours	Part-time

Commercial administrator duties:

- Accurate input of authorised entries onto accounting system
- General admin support to commercial and project team
- Maintaining an effective filing archiving system to ensure records and documents are stored securely
- Managing stationery and office expenses
- Managing logistics for meetings

Core skills required

- Solid communication skills both written and verbal
- Methodical approach and ability to follow process when required
- Proficiency in Microsoft Office - Word, Excel, Outlook required
- CV Required
- Ability to organise, multitask, prioritise and work under pressure

To apply, please email margriet.barnes@camerons.je