**General Agent: Century Insurance Agency Ltd.**



We are seeking a mature, highly organized and meticulous **Filing Clerk/ Office Assistant** to join our team.

* You will be expected to ensure that all paperwork including customer files is handled with appropriate care and attention and is filed appropriately.
* You will be responsible for managing files, folders and manual records, creating new entries as required.
* You will run general errands on behalf of company including clearing packages at the port.
* You will also be responsible for other necessary office duties.

**Job Responsibilities include**:

* Maintain and arrange file room.
* File records away in alphabetical order.
* Code files for proper placement.
* Retrieve files as necessary.
* Ensure if files are loaned out that they come back.
* Clean and maintain file space.
* Purge old files under your supervisor’s guidance.
* Interoffice deliveries.
* Be able to explain filing system to others.
* Help other office workers.

**The successful candidate:**

* Must have a minimum of 2 years working experience.
* Must have a valid BVI driver’s license.
* Must have excellent organizational skills.
* Must have great attention to detail.
* Must be able to work under own initiative.
* Must possess ability to maintain confidentiality of information.
* A mature individual preferred.
* Very good knowledge of MS Office and office equipment such as photocopier, scanner etc.
* Have the ability to professionally and effectively communicate via oral and written communication. with all levels internally and externally.

**BVIslanders or Belongers preferred.  Previous experience in a similar role is a plus.** Please send resumé to Human Resources Officer, P.O. Box 3448, Road Town, Tortola, VG1110, British Virgin Islands or email [hr@cialbvi.com](mailto:hr@cialbvi.com). Only suitable applications will be acknowledged. Closing date **23 September 2024**.

**General Agent: Century Insurance Agency Ltd.**



We are seeking highly organized and detail-oriented **Administrative Officer** to join our team. A successful candidate will be required to meticulously maintain company records in addition to executing a number of assigned tasks.

**Main responsibilities to include but is not limited to:**

* Monitor, screen, respond to and distribute incoming communications;
* Must be able to effectively communicate with all levels of internal and external contacts;
* Organize and meticulously maintain records and filing of company documents and other correspondences;
* Write and/or edit e-mails, reports, memos and other correspondences;
* Prepare insurance policy renewal notices;
* Adapt to the team needs and assist with other projects as needed.

**The successful candidate must possess the following qualifications:**

* High school diploma or equivalent;
* An Associates Degree is a plus;
* A minimum of 2 years working experience;
* Be strongly compliant in PC software;
* Bi-lingual in English and Spanish is a plus.

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