

## **Vacancy: Administrative Support Officer**

**Location:** Georgetown, Guyana

**Job Summary:** The Administrative Support Officer assists in the procurement of goods, office and field supplies for CI-Guyana. The position safely operates CI-Guyana's vehicles based in Georgetown, ensuring adequate maintenance and that all necessary documentation are valid and up-to-date. This position also assists with the execution of duties for banking, payments, and mail collection and delivery.

### **Key Responsibilities:**

- Assist in managing CI-Guyana's stock and stationery system.
- Obtain quotations and prepare purchase and service orders for credit purchases.
- Provide safe and reliable transportation for CI-Guyana's staff, partners and stakeholders.
- Ensure the maintenance and licenses and other documentation for the vehicles are adequately completed and updated.
- Assist with CI-Guyana's banking activities in Georgetown, including making deposits, cashing cheques, and making payments to suppliers.
- Deliver and collect mail, correspondence, supplies, and cargo as required.

### **Qualifications:**

- Sound secondary education and a minimum of 2 years' experience working within a purchasing function of a medium to large organization
- Valid Driver's License for Motor Cars and Motor Vans
- A clean driving record with no serious driving related convictions or other major road traffic violations.
- Valid Police Clearance

### **Skills:**

- Experience in operating manual transmission vehicles is preferred.
- Knowledge and hands-on experience in general motor mechanics and vehicle maintenance.
- Ability to prioritize, manage, and complete tasks by deadlines.
- Excellent communication and interpersonal skills.

- Ability to identify and resolve issues while working under general supervision, demonstrating initiative to solve problems following supervisory guidance.
- Proficiency in MS Office and strong internet research skills.

**How to Apply:**

Email: [applicationscig@conservation.org](mailto:applicationscig@conservation.org)

Post Mail: Human Resources Manager, Conservation International Foundation Guyana Inc. 98 Laluni Street, Queenstown, Georgetown.

**Closing Date:** 11:59 PM, January 24, 2025