



INSURANCE COMMISSION
OF THE BAHAMAS

is seeking to fill the vacancy for

REGISTRY CLERK
Registry & Document Management Unit

Key Responsibilities:

- Ensures that all required tasks are accurately processed in a timely manner and is alignment with the unit's practices, policies and procedures;
- Assists with organizing and managing all physical and electronic records in an accurate and efficient manner to ensure that files and documents are properly maintained;
- Assists in the ongoing digitization of all physical documents and/or records to ensure accurate input into the document management system;
- Scans all incoming documents and correspondences, and ensures that all documents are accurately and properly indexed as outlined in the policies and procedures;
- Liaises with all departments to assist with organizing files and documents and provide clerical support;
- Assists in the document retrieval process and the recording of all files and documents; following up with departments to ensure documents are returned and properly stamped and dated;
- Inputs, updates and maintains e-documents saved and scanned by Departments into their unique libraries;
- Assists the Registry Supervisor with ensuring that all documents and records are in alignment with the retention schedule and the disposal procedures;
- Assists with logging all records that require being disposed;
- Performs administrative and clerical duties in an efficient manner, contributing to the Unit's overall effectiveness.

Education and Experience Requirements:

- Successful completion of Secondary Education;
- A minimum of 5 BGCSE's, to include Math and English with grades C or above;
- Knowledge of MS 365 Suite (Word, Excel).
- Integrity, professionalism and confidentiality;
- Strong clerical and administrative skills;
- Exceptional organizational skills;
- Strong written and verbal communication skills;
- Ability to understand and execute clear instructions
- Strong attention to detail, with a desire to support team members and deliver excellent customer service.

Deadline: Friday, September 13, 2024

Interested persons should submit their resumes via email to hr@icb.gov.bs

Only shortlisted applicants will be contacted.



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