



## **THE TURKS AND CAICOS ISLANDS NATIONAL INSURANCE BOARD EMPLOYMENT OPPORTUNITY**

Applications are invited from qualified and experienced Turks and Caicos Islanders to fill the following post within Turks and Caicos Islands National Insurance Board.

### **Filing Clerk**

#### **Location**

Head Office in Grand Turk and Providenciales Branch Office.

#### **Core Function of the Job**

- Filing of monthly contribution statements, registration forms, termination and cessation forms.
- Filing of Benefit Forms
- Scanning of contribution statements, registration forms, termination and cessation forms

#### **Educational Requirements**

This position requires a minimum of five (5) CXC/ GCE passes inclusive of Mathematics and English Language.

Additionally, the position requires basic training in:

- Computer and Information Technology
- Customer Relations
- Communication
- Microsoft Application

#### **Experience**

Work experience in a similar role will be an asset. The experience should cover:

- Filing systems
- Customer Relations
- Communication

Salary will be in range \$18,000 - \$30,000

## **Temporary Data Entry Clerk**

### **Location**

Providenciales Branch Office for an initial period of six (6) months.

### **Core Function of the Job**

- Posting of monthly contribution statements.
- Scanning of contribution statements

### **Educational Requirements**

This position requires a minimum of five (5) CXC/ GCE passes inclusive of Mathematics and English Language.

Additionally, the position requires basic training in:

- Computer and Information Technology
- Customer Relations
- Communication
- Microsoft Application

### **Experience**

Work experience in a similar role will be an asset. The experience should cover:

- Filing systems
- Customer Relations
- Communication

Salary will be in range \$18,000 - \$30,000

**Applications giving full details of qualifications and experience should be sent addressed to the Deputy Director Corporate Services, National Insurance Board, Grand Turk, Turks and Caicos Islands to reach no later than February 7, 2020.**