

AN OPPORTUNITY
TO GROW WITH US



Branch Administrator - Nevis

UNICOMER (ST. KITTS & NEVIS) LIMITED

WHAT **RESPONSIBILITY** WILL YOU HAVE?

The Branch Administrator will provide administrative support to the Nevis Sales department.

WHAT **QUALIFICATIONS** ARE WE LOOKING FOR?

- ▶ An advanced level certificate/diploma in Management/Business Studies qualification at a tertiary level
- ▶ Effective communication and interpersonal skills
- ▶ At least three years' experience in a similar position
- ▶ Excellent customer service skills and ability to manage multiple tasks
- ▶ Strong administrative, planning, forecasting and monitoring skills
- ▶ Strong work ethics and integrity

APPLY BY SENDING YOUR CV

HUMANRESOURCE_SKN@UNICOMER.COM
DEADLINE MAY 15, 2025

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