

Applications are invited for the position of

## **Executive Secretary**

**with the Grenada Coalition of Services Industries (GCSI),**

An agency of the Government of Grenada (Trade & Export Development – Ministry of Foreign Affairs,  
Trade and Export Development)

**MANDATE: To organize, strengthen and empower Grenadian producers of exportable services to the point of export-readiness.**

### **Duties and Responsibilities:**

- The Executive Secretary will have overall responsibility for providing administrative support, organizational and customer service tasks and to ensure the professionals they assist have all of the resources they need.
- Answering phones and responding to inquiries from stakeholders and other interested persons and organizations.
- Managing calendars for meetings, travel and personal commitments of the GCSI's employees and officials.
- Sitting-in on meetings and taking minutes of same.
- Creating memos, reports and agendas as needed.
- Updating and organizing stakeholders' database.
- Negotiating with suppliers and vendors to gather quotes, order supplies and maintain office inventory.
- Facilitating activities that support representation, advocacy, and the overall development of the trade in services sector.
- Preparing financial statements, invoices, letters and statements.
- Disseminating memos, reports and other information to relevant stakeholders (internal and external).
- Willingness to work outside of regular working hours.

### **Qualifications**

- A Degree in Business, Marketing, Sales, Management or related discipline
- Proficient in Microsoft Office products (word, Excel, PowerPoint)
- Working Knowledge of QuickBooks
- A certificate in Project Management will be an asset

### **Skills**

- Strong oral and written communication skills
- Ability to work independently.
- Results oriented, self-motivated and business focused
- A peoples' person and a good team player
- Effective time management
- Innovate and able to adapt to changing needs and contexts

### **Experience**

- Minimum of two years' experience in a related field
- Demonstrated sales track record

Applications, including details of work history together with the names of two (2) referees, should be submitted via email to the Chairman , GCSI at [gcsi@gmail.com](mailto:gcsi@gmail.com) no later than June 18, 2024