Grenada Bureau of Standards

Position: Office Attendant

1. Cleaning of the office areas and external surroundings. (dusting, sweeping, vacuuming, mopping, scrubbing, restrooms, kitchen etc.
2. Maintaining and replenishing of general office supplies as needed.
3. Posting and collection of letters at the post office.
4. Delivery of documents/ correspondences to clients/stakeholders when required.
5. Carrying out routine errands, as required.

6. Assist in organization of meetings and events.

7. Assist in the sale of packaging materials.

8. Promotion of quality awareness throughout the organization
9. Any other job-related duties as assigned from time to time.

Qualification & requirements:

- High school diploma or equivalent.
- Excellent interpersonal relationships and at least one (1) year Job related experience and knowledge.

Knowledge:

- Knowledgeable of Bureau's operations.
- Familiarity with cleaning methods, materials, and equipment for maintaining cleanliness and hygiene.
- Awareness of effective customer service practices to interact with building occupants and address their needs.
- Knowledge of proper waste disposal procedures, including recycling and handling of hazardous waste if applicable
- Familiarity with basic maintenance tasks and the ability to identify and report any issues that may need professional repair.

Skills & abilities

- Basic communication skills to interact with other staff or clients, report issues, and follow instructions.

- Excellent in time management, planning and executing.

- Ability to manage maintenance schedules, track tasks, and prioritize work efficiently.

- Adhering to safety protocols and using cleaning products and equipment in a manner that ensures personal and public safety

Applications should be submitted via e-mail, gdbs1989@gmail.com and addressed to:

Human Resources Officer,

Grenada Bureau of Standards,

Queen's Park,

St. George's

Deadline for submission of application: November 8th, 2024.

Only suitable candidates will be acknowledged.