

# INTERNSHIP PROGRAMME OPPORTUNITY

## RECEPTIONIST

Windward & Leeward Brewery Limited prides itself on being a preferred employer. We are “People Engineers” operating the People Conveyor through the re-shaping and re-tooling of people. We, therefore in collaboration with Sir Arthur Lewis Community College actually seek Interns for our organization. We are looking for a dynamic candidate for the position of Receptionist.

### Position Summary:

The incumbent will be responsible for providing clerical and administrative support to the Human Resource and Administration Departments.

### DUTIES AND RESPONSIBILITIES:

- To direct calls to the appropriate functionary in an efficient manner.
- To minimize downtime of switchboard to ensure a smooth flow of operations
- To monitor movement of staff so as to effectively handle calls/visitors in an efficient and professional manner.
- To prepare monthly drink coupon chits
- Ensure that reception area is clean and that the environment at all times is professional.
- To participate and adhere to safety, health and environmental policies of the Company.
- To undertake any other jobs assigned and when the need arises.

### Minimum Requirements:

- Final year student pursuing an Associate Degree in Office Administration/Business/Management Studies and also Business Studies Certificate
- Proficient in MS Office (Word, Excel, etc.)

### Key Competencies:

- Commitment to results
- Willingness to learn and apply effectively
- Accurate
- Initiative
- Team orientation
- Attention to detail
- Discipline
- Interpersonal skills
- Pro-active
- Confidential
- Well organized
- Ability to meet deadlines
- Good communication skills
- Excellent customer service.
- Pleasant telephone manners.
- Time management skills – uses time effectively.
- Knowledge of office equipment.
- Ability to multi-task.

### Interested candidates should apply to:

Office of the Vice Principal  
Sir Arthur Lewis Community College  
The Morne  
Castries



Closing date for applications is  
March 31st, 2018.

Only suitable applicants will be  
acknowledged

Must be eighteen years or older to  
apply

Email: [wblinternship@apps.salcc.edu.lc](mailto:wblinternship@apps.salcc.edu.lc)