



## **VACANCY – BUSINESS SUPPORT ADMINISTRATOR (ADMIN & HR)**

Connect Saint Helena Ltd has a vacancy for a Business Support Administrator (Admin & HR) to provide quality administration services to the organisation but primarily to the Project and HR sections.

Duties of the post include drafting correspondence, issuing local purchase orders, minute taking, checking invoices and assisting with purchasing, provide reception cover as when required, maintaining and ensuring HR records are accurate and up to date. Provide administrative and clerical support as required to other sections.

Ideally the candidate will have experience in a customer focussed environment, background in administration, have excellent communication skills, and be competent in the use of Microsoft Word and Excel. GCSE English and Maths at grade C or above is also a requirement for the role.

Connect Saint Helena Ltd offers a competitive salary commensurate with qualifications and experience. Other benefits include 15% pension contribution of the base salary and 25 days annual leave.

For a full job description and/or further details on this position please contact Clare Harris on (+290) 22255 or email [Clare.Harris@connect.co.sh](mailto:Clare.Harris@connect.co.sh)

Completed application forms can be handed into the Connect Saint Helena Ltd main office at Seales Corner, Jamestown or via email: [Annalisa.Young@connect.co.sh](mailto:Annalisa.Young@connect.co.sh) by 9am on Monday, 2 September 2024

To be considered for this role please complete our application form, CV's will not be accepted

