

# Vacancy

## Agencies Business Coordinator

Salary for the post will commence at £12,708 per annum (£1,059 per month)



Solomon & Company (St Helena) Plc has a vacancy within the Agencies Department for an Agencies Business Coordinator.

As the Agencies Business Coordinator, you will assist the General Manager (Agencies) with the day-to-day administration of the Agencies Division to meet operational and strategic objectives within departmental budgeted targets and against the Company Strategic Plan.

### Interested Persons Should:

- Have Grade C or above in GCSE Maths & English or equivalent and possess competency in IT
- Possess excellent organisation, interpersonal & communication skills with the ability to liaise with stakeholders on various levels
- Be highly analytical with a high degree of attention to detail
- Possess experience with performing general administrative duties
- Have the ability to multitask, organise workload and meet tight deadlines in a fast-paced environment
- Be target driven and committed to service excellence
- Be able to work independently and use own initiative to problem solve
- Be able to work outside of normal working hours as required.

**For further information, including the Company's attractive benefits package contact:**

Jason Thomas – General Manager (Agencies) via ☎ 22523 ✉ [gm-agencies@solomons.co.sh](mailto:gm-agencies@solomons.co.sh)

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via [hradmin@solomons.co.sh](mailto:hradmin@solomons.co.sh) and completed forms should be returned to Anya Thomas, Human Resources Organisation & Development Officer, Solomons Main Office, Jamestown by **Thursday, 03 April 2025**.

**Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:**

♣ Pension Contributions

♣ Staff Discounts