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Job Openings: Messenger

Salary Range:

Between \$18,500 - \$26,000 Commensurate with qualifications and experience

Position Summary:

IF YOU HAVE A PASSION TO SUPPORT and provide excellent customer service, the Messenger is responsible for providing service consistent with established and prescribed standards to ensure overall customer satisfaction and operational efficiency.

Key Accountabilities for this role include:

- Ensuring prompt, accurate and courteous preparation and delivery of all mail/courier bags.
- Timely delivery and acceptance of Bank's (manual) clearings to and from other financial institutions.
- Assisting with the identification and retrieval of entries pertaining to voucher searches and identification of obsolete records for destruction.
- Maintain the confidentiality of Bank/Customer Information and report unusual/irregular activity to the supervisor.
- Collection/delivery of documents and packages from suppliers/vendors.
- Storage, placement and retrieval of items/documents/files/boxes from/to central storage location as required.
- Maintenance and upkeep of company vehicle as utilized in the course of work.
- Perform sundry duties as assigned.

Desired Functional Competencies

- The incumbent requires a good working knowledge of the environment,
- Must maintain a tidy and acceptable appearance.
- Must have the ability to communicate in a positive manner with the public and staff alike.
- Must have thorough knowledge of record keeping, filing and operating guidelines.
- Must operate independently and efficiently
- Must possess excellent time management and organizational skills.
- Must possess valid driver's licence and requisite government IDs.

Educational Requirements:

- Must have a High School Diploma, tertiary education a plus
- 2-3 years' experience in similar or related field

Qualified candidates should submit C.V. to: Human Resources Department, Scotiabank (Turks and Caicos) Limited, 88 Cherokee Road, Providenciales, or email to Santresha.gardiner@scotiabank.com no later than January 31st, 2018

Note: Only persons short-listed for an interview will be contacted.

