



REGULATED INDUSTRIES COMMISSION

FILE CLERK (3 month contract)

The Regulated Industries Commission (RIC) is currently seeking to engage a ***File Clerk*** on a temporary full-time basis to assist with a personnel records project.

Main tasks and responsibilities

- i. Sort documents in all personnel files.
- ii. Utilize a filing system to label and organize files.
- iii. Develop a database to record each file.
- iv. Ensure that each file has a folio page and the contents are accurately numbered and recorded.
- v. Separate active and inactive files and archive the inactive ones.

Knowledge, Skills and Abilities

The individual must have five O'Level subjects, one of which must be English. Additionally, at least one year's experience with filing systems is required. He/she must have a very good working knowledge of Microsoft Office Suite and must also have a legible hand-writing. The individual sought must have excellent organizational skills and an eye for detail. The individual must also be deadline-oriented and be able to work independently and as part of a team.

DEADLINE: Applicants are asked to send a Cover Letter and Resume to recruitment@ric.org.tt by April 11th. 2023.

Subject Line: **Temporary File Clerk**

Applications should be addressed to:

Manager, Human Resources and Administration
Regulated Industries Commission
c/o #88 Queen JC Street
PORT OF SPAIN
Republic of Trinidad & Tobago

We thank all applicants for their interest but advise that only candidates selected for interviews will be contacted.