



VACANCY

ADMINISTRATIVE ASSISTANT

The Caribbean Science Foundation (CSF, www.caribbean-science.org), an independent non-profit organization headquartered in Barbados, is seeking an **Administrative Assistant**.

Responsibilities will include scheduling events and meetings, making travel reservations, liaising with service providers, students, parents, instructors and teaching assistants, updating Word, Excel, Powerpoint, Publisher and Acrobat files, printing documents, and making trips locally to collect supplies.

Minimum of 5 years of administrative assistant experience including the above areas is required. Applicants with outstanding organizational skills, multitasking capability, and excellent communication skills, who are efficient and resourceful, should submit a cover letter and CV to Dinah Sah at dinah.csf@gmail.com.

Position remains open until filled.