



INSURANCE COMMISSION  
OF THE BAHAMAS

*is seeking to fill the vacancy for*

**REGISTRY JUNIOR OFFICER**  
Registry & Document Management Unit

**Key Responsibilities:**

- Ensures that smooth and accurate processing of all tasks is carried out in alignment with the guiding policies and procedures of the R&DMU;
- Organizes and handles all physical and electronic documents and records efficiently and accurately;
- Ensures that all physical documents and records are digitized per stated policies and procedures;
- Scans and indexes all incoming documents and correspondences, meticulously and accurately, to ensure that users can retrieve them in a timely and efficient manner;
- Interacts with departments to provide operational support and provide them with correct guidelines per policies and procedures;
- Executes the retrieval processes of files and documents responsively and ensures that files and documents are returned to the R& DMU in a timely manner;
- Inputs, updates and maintains all e-documents saved or scanned by various departments into their unique libraries;
- Complies with retention schedules and the file disposal process to ensure documents managed as outlined in policies and procedures;
- Assists with maintaining the file disposal log in a timely and accurate manner as required;
- Assists with the day-to-day clerical duties assigned within the Unit.

**Education and Experience Requirements:**

- Successful completion of secondary education;
- A minimum of 5 BGCSE's, to include Math and English with grades C or above;
- Knowledge of MS 365 Suite (Word, Excel;)
- Three (3) years' work experience in a clerical, administrative or registry role
- Integrity, professionalism and confidentiality;
- Flexible, enthusiastic, and collaborative attitude, with a desire to support others and deliver excellent customer service;
- Excellent time-management skills;
- Good organizational, communication and problem-solving skills;
- Proficiency in MS 365 suite;
- Strong knowledge of records management principles, practices, and technologies.

**Deadline: Friday, September 13, 2024**

Interested persons should submit their resumes via email to [hr@icb.gov.bs](mailto:hr@icb.gov.bs)

**Only shortlisted applicants will be contacted.**



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