



Anguilla Electricity Company Limited

P.O. Box 400, The Valley, Anguilla, British West Indies

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JOB POSTING

The Anguilla Electricity Company Limited invites applications from suitably qualified candidates to fill the position of **Procurement Officer** in the Administration Department.

Main Functions, Duties & Responsibilities of the position include:

1. Prepare, maintain, and archive all procurement documentation, ensuring accessibility for audits.
2. Schedule and organize committee meetings, including preparing agendas, notifying members, and securing meeting logistics.
3. Take accurate minutes during meetings and distribute them to all members post-meeting.
4. Act as the primary point of contact between the Procurement Committee and other departments, as well as the Government of Anguilla (GOA) Procurement Office.
5. Assist in the preparation of procurement reports and status updates for the management team and board of directors.
6. Ensure all procurement activities are conducted in accordance with established policies and legal guidelines.
7. Provide necessary documentation and support during internal or external audits.

Qualifications, Requirements & Experience:

- Diploma or Bachelor's Degree in a related field
- At least three (3) years of relevant experience in procurement, administrative roles, or related fields
- Must have experience working in a mid-level administrative role.

Skills and Abilities Required:

- Proficient in administrative and clerical procedures.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to maintain a high level of accuracy and attention to detail.
- Competent in the use of office software, including spreadsheets, databases, and word processing.

Candidates should address their applications to:

Head of Department - HR

Anguilla Electricity Company Limited

P.O. Box 400

The Valley

Anguilla

Or e-mail submissions to hr@anglec.com with the Subject line as "PO Post".

Full details of the job vacancy may be obtained from the website at <http://www.anglec.com/vacancies.php>

The deadline date for application is 14th August 2024.

Remuneration is commensurate with experience.

N.B. All applicants must send a copy of their application to the Labour Office.