



The Barbados Association of Retired Persons (BARP) is a non-profit, non-governmental organization (NGO) which actively promotes the independence, dignity and purpose in life of its 30,000 members, representing and expressing their views and concerns, and taking action to bring about change. The Association is seeking to fill the following positions:

Business Development Officer

Key Responsibilities and Duties

- Actively seek new business opportunities and expand existing business resulting in the recruitment and retention of partners;
- Assist with the development and implementation of the Association's overall objectives;
- Design specific marketing advertisements, campaigns and projects;
- Develop promotional opportunities and ideas from conception through to delivery;
- Develop relationships with current key partners to ensure the maximizing of business opportunities;
- Engage new partners and manage existing business relationships;
- Ensure that the Association is represented effectively in all online communications;
- Oversee event activities and be the point of contact at trade shows, seminars and conferences;
- Oversee the development of marketing content and literature;
- Plan, prepare and present new membership developments to prospective and existing partners;
- Solicit adequate sponsorship for the Association's events and activities;
- Supervise the expansion of the Benefits and Discounts Directory and follow up on new business opportunities.

Qualifications, competencies and experience

- A degree in Marketing, Communications, Business Administration or a related area;
- Three to five years' experience in business development with a knowledge of sales and marketing;
- Must possess strong marketing skills with demonstrated success in generating

- opportunities;
- Ability to develop and maintain strong relationships with members and partners;
- Proficiency in Microsoft Office Suite;
- Must possess a valid driver's license and transportation to meet all requirements of the position.

Executive Assistant

Key Responsibilities and Duties

Administrative Support to Executive Manager and Board of Directors

- Archive files and document organization achievements in media publications; print or online.
- Arrange meetings, and other logistics necessary for the Executive Manager or President;
- Attend, record and transcribe minutes of monthly Board of Directors' Meetings;
- Document a schedule of organization contacts for greater access and easy reference;
- Gather meeting reports and prepare Power Point Presentations, publications and other content for the Executive Manager and Board of Directors;
- Organize the calendar of the Executive Manager and President to schedule appointments and meetings, receive corporate partners and or visitors, take minutes for informal and formal meetings and screen incoming calls with discreet professionalism;
- Prepare an adequate log of all monthly meetings, accounts and correspondence for Board Meetings;
- Provide administrative support to the Executive Manager and Board of Directors ensuring the seamless flow of operational activities in the BARP Office;

Effective communication and information support

- Maintain up to date records for easy retrieval and access and archive confidential materials;
- Respond and direct inquiries in a timely manner to appropriate department for timely response as necessary;
- Review and prioritize correspondence to the Office and follow up proposed action with the Executive Manager and President.
- Review outgoing correspondence and ensure final sign off by the Executive Manager and President.

Administrative support with external partners

- Facilitate the interactive process with organization stakeholders such as government, other non-governmental organizations, partners and members through sustaining proactive relationships with contact persons in these Offices;
- Greet corporate partners, and provide answers to inquiries with the highest degree of professionalism.

Qualifications, competencies and experience

- A degree in Office Administration, Management Studies or a related area. A secretarial qualification would be an asset;
- Ability to multitask and prioritize daily workload;
- Discretion and confidentiality.
- Exemplary planning and time management skills;
- High level verbal and written communications skills;
- Proficiency in English Language;
- Proficiency in Microsoft Office Suite;
- Proven experience as a personal assistant or secretarial position;

Receptionist

Key duties and responsibilities

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately;
- Answering screening and forwarding incoming phone calls;
- Perform multifaceted general office support;
- Provide basic and accurate information in-person and via phone/email;
- Receive, sort and distribute daily mail/deliveries;
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

Qualifications & Experience

- An associate degree in Office Administration and/or Management. Certification in Office Administration would be an asset;
- Proven work experience as a Receptionist, Front Office Representative or similar role;
- Ability to be resourceful and proactive when issues arise;
- Customer service oriented;
- Excellent organizational skills;
- Multitasking and time-management skills, with the ability to prioritize tasks;
- Proficiency in Microsoft Office Suite;
- Solid written and verbal communication skills.

Key Skills & Abilities

- Customer service oriented;
- Good interpersonal, organizational and communication skills;
- Strong reasoning and analytical skills;
- Effective communication skills; both verbal and written.

All applications including full curriculum vitae should be sent to:

The Executive Manager
Barbados Association of Retired Persons Inc.
Mervue House
Marine Gardens
Hastings
Christ Church

Email: barp@caribsurf.com no later than March 12, 2018.

We thank all applicants for their interest in the advertised positions, however, only those applicants shortlisted will be contacted for an interview.