



EMPLOYMENT OPPORTUNITY

The General Employees' Co-operative Credit Union Limited (GECCU) is seeking to recruit persons to fill the following positions at its River 14 Recreational Park located in South Rivers:

(a) Site Supervisor

Job Summary:

The Site Supervisor is accountable to GECCU's Facilities Officer and is responsible for supervising the staff and day-to-day operations of the facility.

Education and Experience

- Post-secondary level certificate
- At least two years' supervisory experience in a related field

Key responsibilities

- Assigns duties, creates work schedules and supervises staff;
- Ensures that only paying patrons access the facility;
- Facilitates patrons' experience by providing relevant information and courteous service;
- Responds to requests, and investigates complaints and any other issues which may arise;
- Markets the facility and fosters business relationships with external stakeholders;
- Prepares and submits regular reports on activities/operations;
- Ensures that the facility is kept clean and in good state of repairs;
- Undertakes any such other reasonable and lawful duties as may be directed from time to time.

Competencies

- Excellent people management skills
- Excellent interpersonal and efficient time management skills
- Ability to communicate effectively, both orally and in writing
- Ability to work independently and as part of a team
- Good stakeholder relationship building skills
- Proficient in Microsoft Office Suite

(b) Groundsman

Summary of Position:

The Groundsman is accountable to the Site Supervisor and is responsible for proper maintenance of the facility.

Education and Experience

- Secondary Level Education Certificate
- Extensive knowledge of landscaping techniques and processes will be an asset

Skills/Abilities

- Must be physically able to operate various types of power equipment such as trimmers, lawnmowers and other landscaping equipment
 - Ability to follow instructions and complete tasks in a timely manner
 - Must demonstrate a reasonable level of physical fitness
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(c) Security Guard

Summary of Position:

The Security Guard is accountable to the Site Supervisor and is responsible for safeguarding the facility and ensuring the safety of patrons.

Education and Experience

- Secondary Level Education Certificate
- At least two years' work related experience would be an asset
- Candidates should be between the age of 25 and 50 years of age

Skills/Abilities

- A mature and responsible attitude to work
 - Polite and helpful manner
 - Strong interpersonal skills
 - Must demonstrate alertness and a reasonable level of physical fitness
 - Must be flexible to different work schedules
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Letters of application accompanied with qualifications and two (2) recent testimonials, should be submitted to:

The Chief Executive Officer (Ag)
GECCU Limited
P.O. Box 1636
Halifax Street
Kingstown

Closing Date for Applications – November 3, 2023

Only applicants who are shortlisted will be notified