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**Canadian Bank Note Company, Limited** produces bank notes and payment systems, passports and passport-issuing systems, lottery tickets and electronic lottery games, postage stamps, securities certificates, shareholder communications, and other high security documents and related issuing systems. The Company markets its products to government agencies and authorities, as well as to institutional and other customers in more than 40 countries.

The company manages the **St. Lucia National Lottery** in the island of **St. Lucia**, through its wholly owned subsidiary CBN St. Lucia Inc.

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## **ADMINISTRATIVE ASSISTANT**

Reporting to the General Manager, you will be responsible for providing administrative support to our team of managers to facilitate the efficient operations of the office. Your responsibilities would include producing reports and presentations and drafting correspondence. You would also be expected to assist with scheduling meetings, making arrangements for travel and accommodation, monitoring the stock of office supplies and consumables, maintain filing systems and attend and record the minutes of all company meetings.

As the first point of contact in the organization, you would be expected to possess a professional demeanor with excellent customer service and communication skills to handle incoming telephone calls, emails and general office enquiries. Strong organizational skills and the ability to observe and maintain confidentiality in the performance of your duties is absolutely essential to this role.

A diploma in Secretarial Studies or a certificate in office/administrative procedures is required, as well as a minimum of two (2) years' professional experience in the secretarial field with some general administrative responsibility. A thorough knowledge of the Microsoft Office suite of products, to include Word, Outlook, PowerPoint and Excel is required.

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To apply, please send a cover letter along with your curriculum vitae and three (3) references to:

**CBN St. Lucia Inc., Gablewoods Mall, Sunny Acres,  
P.O. Box GM996, Castries, St Lucia**  
Email: [lottery@cbnsl.com](mailto:lottery@cbnsl.com)



We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please also note that applications received after **June 20<sup>th</sup>, 2021**, will not be acknowledged.

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