

## **ADVERTISEMENT TO FILL POSITIONS OF BOOTH ATTENDANT/CUSTOMER RELATIONS OFFICER**

### **MINISTRY OF HEALTH, DEPARTMENT OF INTERNATIONAL BUSINESS, GRENADA**

**Applications are invited from suitably qualified persons to fill the position of Booth Attendant/Customer Relations Officer for the Grenada Booth at an Exposition to be held in Astana, Kazakhstan, from 10<sup>th</sup> June to 10<sup>th</sup> September, 2017**

The theme for the Exposition is “**Future energy**” There are also a number of Subthemes.

Successful candidates would be responsible for the day- to-day management of the Booth during the period of the Exposition which include but not limited to the following:

- Display of Grenadian products and services
- Promote Grenada as a tourist and investment destination
- Record and submit all requests/enquiries/interests promptly to the Ministry
- Greet visitors to the booth and provide relevant information
- Prepare monthly reports and submit to the Ministry

#### **QUALIFICATIONS**

A degree from a recognized University in the field of Management, Business, Marketing or other related field.

#### **QUALITIES REQUIRED FOR THE JOB**

- Strong oral and written communication skills
- Excellent coordination and organizational skills
- Ability to work in a team as well as be an effective team leader
- Must be vibrant and vivacious
- Must be knowledgeable of the products, services, investment opportunities, culture and renewable energy initiatives of Grenada
- Ability to engage in negotiations
- Previous work experience will be an asset

Interested persons should forward their letters of application and resume by February 10<sup>th</sup> 2017 to:-

**Permanent Secretary:**

**Ministry of Health and International Business, Botanical Gardens, St. George’s, Grenada**

Applications may be submitted electronically to [internationalbusinessgda@gmail.com](mailto:internationalbusinessgda@gmail.com) or [min-healthgrenada@spiceisle.com](mailto:min-healthgrenada@spiceisle.com)

For further information please call 440-2649 ext 21018

More information on the Expo is available at: [www.expo2017astana.com](http://www.expo2017astana.com)

Ineligible applicants will not be acknowledged.