



## Turks & Caicos Banking Company Limited

Join Our Team as Receptionist!

Are you a friendly and organized individual with excellent communication skills? Turks and Caicos Banking Company Limited is looking for a receptionist to be the first point of contact for our clients.

### Key Responsibilities:

- Greet and assist visitors with a welcoming attitude.
- Answer and direct incoming calls in a professional manner
- Manage and maintain a tidy reception area.
- Handle administrative tasks as assigned.

### Requirements:

- Excellent verbal and written communication skills
- Strong organizational and multitasking abilities
- Proficient in MS Office (Word, Excel, Outlook)
- Previous experience in a similar role is a plus

### What We Offer:

- Competitive salary and comprehensive benefits package.
- Opportunity to work in a collaborative and supportive environment.
- Professional development and growth opportunities.

Please send your Resume and cover letter to [services@tcbc.tc](mailto:services@tcbc.tc) by March 1st, 2024.

ONLY persons with relevant work experience and skills will be considered.