East Caribbean Conference of Seventh-day Adventists

CAREER OPPORTUNITIES



We seek individuals who desire to work with children and are committed to, and have a passion for teaching that aligns with the philosophy of Christian Education upheld by the Seventh-day Adventist Church in Barbados.

Secretary

Barbados Seventh-day Adventist Secondary School

Requirements:

- An associate degree or secretarial diploma from an accredited institution or certification such as APS, CAP, or CPS.
- At least 5 years of working experience in a related field.
- Proficient in the Microsoft Suite.
- Excellent written and verbal communication skills.
- The ability to multitask and work efficiently in a fast-paced environment.
- Ability to work independently with little or no supervision.
- Must be a team player.
- Must be confidential.

General Requirements

- Excellent interpersonal and intrapersonal skills.
- Knowledgeable of and committed to the philosophy, principles, and mission of the Seventh-day Adventist church.
- Be familiar with the Seventh-day Adventist Health message.
- Be energetic and creative.
- Effective written and verbal communication skills.

Applications must include:

- Cover letter
- Resume
- Certified copies of academic certificates, diplomas & transcripts,
- **TWO** letters of recommendation (one must be from your current church pastor)
- Police certificate of character.

MAIL TO: Human Resources, c/o East Caribbean Conference of Seventh-day Adventists, P.O. Box 223, Bridgetown, Barbados, W.I.

EMAIL TO: hr@eastcarib.org
The subject line must state the name of the post for which you are applying.

DEADLINE: Monday, December 07, 2026

Only shortlisted candidates will be contacted