



# VACANCY NOTICE

## Clerk I – Marsh Harbour Local Office (Abaco)

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of Clerk I in the Marsh Harbour Local Office (Abaco).

### Job Summary

To provide professional and quality customer service by responding to complaints, inquires and concerns to all internal and external clients with focus on Registration of registrants and employers.

### Responsibilities

1. Registration of Short Term (STB) and Long Term (LTB) Benefits claims and Verifications.
2. Receive, check, register and scan all documents received from internal and external customers.
3. Address telephone inquiries and ensure continuing eligibility of pension recipients.
4. Ensure that all telephone calls are answered in a courteous and professional manner.
5. Ensure that all walk-in-clients, internal or external receive prompt and professional attention.
6. Produce contribution payments statements (KYC).
7. Ensure that verifications are completed in V3.

### Qualifications and Requirements

1. Three (3) BGCSE passes including Mathematics and English Language with grade 'C' or above.
2. Working knowledge of NIB ACT and Regulations.
3. Exhibit concern for careful adherence to established procedures and practices.
4. Exhibit concern for accuracy and details.
5. Offer exemplary service to internal or external customers.
6. Must be computer literate

### Application

Interested persons may apply by submitting a cover letter with the subject **Clerk I – Marsh Harbour Local Office (Abaco)** and resume, along with the necessary proof of qualifications to:

**Assistant Manager, Recruitment  
Human Resources Department  
The National Insurance Board  
Clifford Darling Complex  
Nassau, Bahamas**

Or via e-mail: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)

**Date Issued: March 14, 2023**

**Application Deadline: March 24, 2023**