



# Caribbean Association Of Pharmacists

c/o The Pharmacy Council of Jamaica,  
91 Dumbarton Avenue, Kingston 10, Jamaica  
[www.cap.org.jm](http://www.cap.org.jm), <http://caribbeanpharmacists.blogspot.com/>

## Wanted

### Full Time: Administrative/Marketing Officer:

- Self Motivated and Directed
- Extremely Organized and Efficient
- Extremely well versed in the English Language especially in writing documents, letters and protocol of business communication
- Well skilled with MS Office Suite particularly with MS Word, Excel, Power Point and Publisher
- Versed in the use of email, the Internet and Websites
- Able to or capable of learning to convert video recordings to internet/website video
- Marketing capabilities in terms of personality and business ethics to communicate and build relationships with pharmacists, pharmacy owners and representative of pharmaceutical distributors and manufactures
- Ability to interview persons and business and write articles for publication
- Ability to generate newsletters and other publications for print ready status
- Able to multitask and organize various projects at the same time
- Excellent Time Management skills in order to be extremely productive and meet deadlines with quality work
- Capable of taking meeting minutes and notes and preparing them for circulation
- A minimum understanding of bookkeeping, budgeting and financial statements is an asset.

This person should have the appropriate degree, certificate or diploma plus a minimum of 3 years work experience in a related field with applicable references.

This person may be asked to initiate work in a virtual office of a laptop computer in their residence and should have a driver's licence and a vehicle to facilitate operations.

This person should have or be able to attain a US Visa as travel will be required at certain times of the year and may involve transit through Miami and/or Puerto Rico.

This would be a contracted position and salary would be based on current experience and productivity.

Send CV and letter of interest to: David Pellow  
Executive Director,  
Caribbean Association of Pharmacists'  
[dspellow@candw.ky](mailto:dspellow@candw.ky)

<b>EXECUTIVE COUNCIL</b>	
2010 - 2012	
<b>PRESIDENT</b>	
Bassil Scantlebury	Barbados
<b>1<sup>st</sup> VICE PRESIDENT</b>	
Yvonne Johnson Reid	Jamaica
<b>2<sup>nd</sup> VICE PRESIDENT</b>	
Rian Extavour	Trinidad & Tobago
<b>3<sup>rd</sup> VICE PRESIDENT</b>	
Anna-Maria (Mimi) Roberts	Bahamas
<b>SECRETARY</b>	
Cheryl Ann Yearwood	Barbados
<b>TREASURER</b>	
Radhika Sankar-Rothery	Jamaica
<b>COUNCIL MEMBERS</b>	
Astrid Mondesir	St. Lucia
Fabiola Robertson	Guyana
Pamela Townsend	Trinidad & Tobago
<b>PAST PRESIDENT</b>	
Ellen Campbell Grizzle	Jamaica
<b>EXECUTIVE DIRECTOR</b>	
David Pellow	Cayman Islands