



## **Post Officer Job Description**

### **Government of South Georgia & the South Sandwich Islands**

The Post Officer runs the South Georgia Post Office and co-located retail outlet (The Slop Chest) during the austral summer period. They are responsible for ensuring the provisions of the Postal Ordinance 2011 (as amended) are applied in the Territories, and for representing the Government to a variety of visitors to King Edward Point and Grytviken.

The Post Officer is a member of the multidisciplinary team living at King Edward Point and is expected to assist in the smooth running of station life, as directed by the Government Officers. The Post Officer reports to the Head of Operations.

#### **Specific Duties**

- Ensuring the efficient delivery of mail postal services at the South Georgia Post Office at King Edward Point and Grytviken.
- Operating the Post Office and Slop Chest at Grytviken whenever a tourist vessel is present in Cumberland Bay, including opening up, sales, restocking and end of day cashing up.
- Processing of First Day Covers for new stamps when they arrive in the Territory.
- Undertaking regular stock checks as directed by the Operations Manager.
- Liaising with the Business Support Officer to ensure finance processes are completed in an efficient and timely manner.
- Adhering to the GSGSSI cash handling policy and ensuring the safe transportation of cash between South Georgia and the Falkland Islands.
- Liaising with the Business Support Officer to ensure sufficient stock is maintained in the Slop Chest.
- Preparing as necessary the Grytviken Post Office and Slop Chest, including receipt and bio-securing of stock, prior to the start of the tourist season.
- Participating in major incident training that includes all island personnel.
- Delivering reports, including an annual report of Post Office and Slop Chest business, to the Operations Manager.
- Updating and inputting data to IT systems and databases.
- Providing recommendations for investment in technology/infrastructure to support smooth running of the Post Office and Slop Chest function.
- Carrying out such other related duties as may be necessary to meet the needs of GSGSSI's business as directed by the Government Officers at King Edward Point.