



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

ADMINISTRATIVE ASSISTANT (LEVEL 4) – PARISH OF HANOVER

QUALIFICATION AND EXPERIENCE:-

- A minimum of four (4) CXC Subjects or equivalent including English Language and Electronic Document Preparation and Management (EDPM)
- Certificate or Diploma in Secretarial Studies from a recognized Tertiary Institution
- Certified Professional Secretary (CPS) designation
- A minimum of three years related work experience

SKILL REQUIREMENTS:-

- Office Management
- Proficiency in word processing and spread sheets
- Minute taking and report writing
- Very good communication and human relation skills

REPORTING RELATIONSHIP

Reports to: Parish Manager

PRINCIPAL FUNCTIONS:-

- Report to the Manager on all matters relating to secretarial and administrative requirements of the Parish
- Establish and maintain filing and records management system for the office
- Plan and arrange for internal and external meetings
- Prepare travel arrangement and travel itinerary
- Record minutes of meetings and prepare reports from meeting or documents
- Monitor items delegated and follow up for response
- Provide reminders and advice on priorities and matters requiring urgent attention
- Priorities documents, letters, calls or visitors needing attention/response

Applications should be submitted no later than

Tuesday, October 9, 2018 to:

**Manager, Personnel and Industrial Relations
National Works Agency**

140 Maxfield Avenue, Kingston 10

or

Application can be sent via email to:

Recruitment@nwa.gov.jm

The Agency thanks all applicants.

Only individuals short-listed will be contacted.

"Developing Safe, Reliable & Quality Roads"