



## **CAREER OPPORTUNITY**

Applications are invited from suitably qualified team members for the under-mentioned position:

### **ADMINISTRATIVE ASSISTANT (Level 4) ST. JAMES**

#### **Minimum Requirement**

##### **QUALIFICATION AND EXPERIENCE**

- A minimum of four (4) CSEC subjects or equivalent including English Language
- Certificate or Diploma in Secretarial Studies from a recognized tertiary institution
- Certified Administrative Professional (CAP) designation or Undergraduate degree in a Social Science discipline
- A minimum of three years related work experience

##### **REQUIRED SKILLS**

- Office management and organizing skills
- Proficiency in Microsoft Word and Excel applications
- Very good communication and human relation skills
- Creativity, Innovation, and problem solving
- Excellent customer service skills

##### **PRINCIPAL DUTIES/RESPONSIBILITIES**

- Establish and maintain filing and records management system for the Parish.
- Plan and arrange for internal and external meetings
- Prepare travel arrangement and travel itinerary.
- Record minutes of meetings
- Prepare reports as directed by Managers.
- Monitor items delegated
- Provide reminders and advice on priorities and matters requiring urgent attention
- Prioritize documents, letters, calls, or visitors needing attention/response

**Submit application in writing no later than  
Tuesday, November 22, 2022 to:**

**Manager, Personnel and Industrial Relations,  
National Works Agency,  
140 Maxfield Avenue, Kingston 10 or  
email: [recruitment@nwa.gov.jm](mailto:recruitment@nwa.gov.jm)**

**The Agency thanks all applicants in advance.  
Only individuals short-listed will be contacted.**

*"Developing Safe, Reliable & Quality Roads"*