



CAREER OPPORTUNITY

Administrative Assistant (Level 4) – Corporate Office

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

QUALIFICATION AND EXPERIENCE:-

- A minimum of four (4) CXC Subjects or equivalent including English Language and Typewriting
- 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 and Organization skills
- Proficiency in word processing and spreadsheets
- Minute taking and report writing
- Basic knowledge of information technology
- Very good communication and human relation skills

REPORTING RELATIONSHIP

Reports to: Manager

PRINCIPAL FUNCTIONS:-

- Report to the Manager on all matters relating to the secretarial and administrative requirements of the office
- 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 from documents
- Monitor items delegated and follow up for response
- Provide reminders and advice on priorities and matters requiring urgent attention
- Prioritizes documents, letters, calls or visitors needing attention/response

Applications should be submitted no later than

Tuesday March 5, 2019 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.

However, only individuals short-listed will be contacted.

"Developing Safe, Reliable & Quality Roads"