



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

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

SKILL REQUIREMENTS: -

- Office management and organizing skills
- Proficiency in Microsoft Word and Excel applications
- Minute taking and report writing
- Basic knowledge of information technology
- Very good communication and human relation skills
- Creativity, Innovation, and problem solving

REPORTING RELATIONSHIP

- Reports to: Director/Manager

HIGHLIGHT OF JOB FUNCTIONS: -

- Report to the Director/Manager on all matters relating to the administrative requirements of the directorate/department.
- Establish and maintain filing and records management system for the office in keeping with the Agency's Records Management Policy
- Plan and arrange for internal and external meetings
- Prepare travel arrangement and travel itinerary.
- Record minutes of meetings and prepare reports from meetings or from documents.
- Monitor items delegated and follow up for response.
- Provide reminders and advice on priorities and matters requiring urgent attention
- Prioritize documents, letters, calls or visitors needing attention/response

**Applications should be submitted no later than
Tuesday, December 27, 2022,
and addressed to:
Manager, Personnel and Industrial Relations
National Works Agency
140 Maxfield Avenue,
Kingston 10**

**Application can be sent via email to:
Recruitment@nwa.gov.jm**

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