



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)

Salary as of April 2024 - \$2,803,771.00

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.
- Previous work experience in an engineering or contracting office environment would be an asset.

PRINCIPAL DUTIES/RESPONSIBILITIES/SKILLS

- Good knowledge of procurement process
- Basic knowledge of project management
- Office management and organizing skills.
- Excellent knowledge and use of computer applications – Microsoft Word, Excel, PowerPoint, Publisher etc. Adobe Acrobat Professional
- Very good communication and human relation skills
- Creativity, Innovation, and problem solving.
- Excellent customer service skills
- Establish and maintain filing and records management system
- 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.

**Submitted application in writing no later than
Tuesday, May 7, 2024 to:**

**Human Resources Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10
or email: recruitment@nwa.gov.jm**

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