



CAREER OPPORTUNITY

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

ADMINISTRATIVE ASSISTANT (Level 4) Corporate Office

Minimum Requirement

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 Administrative Professional (CAP) designation
- A minimum of three years related work experience

PRINCIPAL DUTIES/RESPONSIBILITIES

- Report to the Director/Manager on all matters relating to secretarial and administrative requirements of the directorate/department.
- Establish and maintain filing and records management system for the office.
- Plan and arrange 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.
- Perform any other duties assigned from time to time by the Director/Manager.

Submit application in writing
no later than **Friday, April 24, 2020 to:**
Manager, Personnel and Industrial Relations,
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.