



CAREER OPPORTUNITY

ADMINISTRATIVE ASSISTANT (LEVEL 4) – SOUTH EAST REGIONAL OFFICE

QUALIFICATION AND EXPERIENCE

- 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 (3) years related work experience.

SKILL REQUIREMENTS/KEY COMPETENCIES

- 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: Regional Manager

PRINCIPAL FUNCTIONS

- Produce reports, letters and other documents at a high professional level.
- Complete assignments within specified deadlines and to appropriate technical standards.
- Provide timely reminders to Director/Manager of all priorities.
- Report to the Director/Manager on all matter relating to 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.
- Maintaining adequate office supplies and functional equipment.
- Security of records, files, equipment in work area.
- Making basic routine decision on behalf of and or in the absence of the Director/Manager.

CURRENT SALARY : \$2,803,771.00 per annum

**Applications should be submitted no later than
Friday, January 23, 2026 to:**

Human Resource Manager
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.
Only individuals shortlisted will be contacted**