



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica, invites applications from suitably qualified individuals for the position of:

OFFICE MANAGER (LEVEL 7)

Minimum Requirements

QUALIFICATION, EXPERIENCE & SKILLS

- University Degree in Business Administration /Administrative Management or related discipline.
- Extensive knowledge of modern office and record keeping practices and procedures.
- Certification in Events Management
- Certificate in Public Procurement, CIPS Level 3 or INPRI Level 4
- 5 – 10 years experience in supervision and office management or similar position

PRINCIPAL DUTIES/RESPONSIBILITIES

- Procure and distributes office stationery and supplies and equipment
- Arrange for the purchase of office equipment
- Plan, organize, direct & monitor the maintenance of the Corporate Office's facilities including office cleaning.
- Coordinate agency wide meetings, conferences, and social functions
- Set up operational procedures to maintain consistent work from inside and outside of the department.
- Delegate and monitor work assignments and schedules.
- Prepare and monitor reports on telephone usage and payments for Corporate Office
- Coordinate the delivery of the Agency's mails and other items.
- Coordinate and monitor activities for disaster preparedness and emergency management
- Supervise operations of the canteen and the aftercare facility
- Perform other duties as assigned.

Submit application in writing no later than
Monday, August 9, 2021 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.

"Developing Safe, Reliable & Quality Roads"