CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

OFFICE ATTENDANT (LEVEL 1) – TRELAWNY PARISH OFFICE

QUALIFICATION AND EXPERIENCE: -

- School leavers certificate or its equivalent
- Training and experience in Food & Beverage preparation
- Food handler's permit
- At least two (2) years related work experience

SKILLS REQUIREMENTS/KEY COMPETENCIES:

- Good interpersonal skills
- Oral and written communication skills
- Ability to work accurately; work as team and must be able to take verbal instructions
- Good time management skills

REPORTING RELATIONSHIP

Reports to: Administrative/Parish Manager

PRINCIPAL DUTIES/RESPONSIBILITIES

- Clean and prepare offices on a daily basis within set time
- Prepare and serve hot/cold beverages to staff members
- Serve fresh water in the mornings or in available igloos stationed on floors
- Prepare snacks/refreshments for meetings as directed
- Wash crockery and utensils, clean refrigerator monthly, pantry is cleaned and maintained
- Distribute correspondence and files to officers as directed
- Clean and maintain hygienic conditions of bathrooms/rest rooms assigned
- Replenish supplies of soap, hand towel and toilet tissue in bathrooms as required.

SALARY: $969,653.00 per annum

Applications should be submitted no later than Friday, March 27, 2026 and addressed 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

"Developing Safe, Reliable & Quality Roads"