



# 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**