



CAREER OPPORTUNITY

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

ADMINISTRATIVE ASSISTANT (Level 4)

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 Professional Secretary (CPS) designation
- A minimum of three years related work experience
- Background in Auditing would be an asset

SUMMARY 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 for internal and external meetings
- Prepare travel arrangement and travel itinerary.
- Record minutes of meetings and prepare reports from meetings or from documents.
- Provide reminders and advice on priorities and matters requiring urgent attention
- Prioritize documents, letters, calls or visitors needing attention/response

Submit application in writing no later than

Tuesday, November 30, 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.