



CAREER OPPORTUNITY

ADMINISTRATIVE ASSISTANT (Level 4)

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the position of Administrative Assistant.

REQUIRED QUALIFICATION AND EXPERIENCE

- A minimum of four (4) CSEC subjects or equivalent including English Language
- 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 years related work experience

SKILLS REQUIREMENT

- Office management and organizing skills
- Proficiency in Microsoft Word and Excel
- Minute taking and report writing
- Basic knowledge of Information Technology
- Very good communication and human relation skills
- Creativity/Innovation and problem solving

PRINCIPAL RESPONSIBILITIES

- Report to the Director/Manager on all matters 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
- Prepare travel arrangements and travel itinerary.
- Record minutes of meetings and prepare reports from meetings or from documents.

**Written applications should be submitted no later than
Friday, April 22, 2022 to:-**

**Manager-Personnel & Industrial Relations
National Works Agency
140 Maxfield Avenue, Kingston 10
or email: Recruitment@nwa.gov.jm**

***The National Works Agency thanks all applicants
for responding, however only individuals
short-listed will be contacted.***