

## **BRANCH MANAGER (PTO/PMA 5) –MONTEGO BAY POST OFFICE (VACANT)**

### **Job Summary**

**Under the direct supervision of the Regional Manager, the Branch Managers the main Custodian of the Branch with core functions as under:-**

### **Key Responsibilities**

- ✓ Manage efficiently the processing and delivery of all categories of mail as well as other service offerings;
- ✓ Ensures that controls established are maintained
- ✓ Manage all records and accounting functionality in accordance with government regulation;
- ✓ Identify new business and improve current service offerings;
- ✓ Establish revenue targets and ensure same is met ;
- ✓ Foster a customer centric environment as well as the ‘upselling’ of all services;
- ✓ Execute administrative responsibilities including staff management;
- ✓ Ensure Quality Standards are met or exceeded;

### **Core Competencies:**

- ✓ Ability to work well under pressure and meet tight deadlines
- ✓ Good planning, organizing, problem solving and decision- making skills
- ✓ Good leadership, people management and interpersonal skills
- ✓ Good oral and written communication skills
- ✓ Team player and good analytical skills

### **Minimum Required Qualification and Experience**

- ✓ Bachelor of Science Degree in Public Administration/Management Studies, Business Administration or equivalent;
- ✓ Five (5) years’ work experience, at least two of which should be at the supervisory level.

Please forward application with resume, no later than **January 31, 2020** to:

**Director HRMD  
Post and Telecommunications Department  
6-10 South Camp Road, Kingston, CSO  
Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)**

***NB: Only short-listed candidates will be contacted.***