

POSTAL CORPORATION OF JAMAICA

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position.

ADMINISTRATIVE ASSISTANT (GMG/AM 3)

Job Summary

Under the direct supervision of the Chief Executive Officer, the incumbent is responsible for providing secretarial, administrative services to the Postal Corporation of Jamaica.

Key Responsibilities

- ✓ Organizes and schedule office activities
- ✓ Maintains effective record keeping systems;
- ✓ Facilitates recruitment and processing staff of Postal Corp.;
- ✓ Coordinates the collection and preparation of operations reports;
- ✓ Interprets and communicates operating policies;

Required Knowledge, Skills and Competencies

- ✓ Excellent oral and communications skills
- ✓ Excellent planning and organizational skills
- ✓ Ability to use initiative
- ✓ Sound knowledge of Records and Information Management

Qualification, Experience and Training

- ✓ Bachelor of Science Degree in Management Studies, Public Administrative or other related field with two (2) years' experience in the administrative or related environment; or
- ✓ Certificate in the Administrative Management Level 3 from MIND or a recognized institution with five (5) years' experience at the administrative or related field.

Applications should be submitted no later than Friday January 31, 2020 to:

**Director Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.