

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

The incumbent is responsible for providing secretarial and administrative services to the Postal Corporation of Jamaica.

Key Responsibilities

- ✓ Participates in the administrative planning of the office to ensure that deadlines and important matters are completed;
- ✓ Coordinates and attends meetings as required; records, prepares and disseminates minutes.
- ✓ Prepares routine and official documents including Annual and Board Reports, Corporate Plan and Statistical Data;
- ✓ Maintains an effective records management and information system;

Required Competencies

- ✓ Good oral and communications skills;
- ✓ Good planning and organizational skills;
- ✓ Excellent time management skills;
- ✓ Proficient in the use of Microsoft Office Suite;

Qualification

- ✓ Associate Degree in Business Administration, Management Studies, Administrative Management or similar area from an accredited tertiary institution plus three (3) years' related experience;
- Or**
- ✓ Diploma in Administrative Management from an accredited tertiary institution plus five (5) years' related experience.
 - ✓ Experience in minutes taking is a must.

For additional information, visit our website www.jamaicapost.gov.jm

Please forward application with resume, no later than **March 20, 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