

SECRETARY 2 (OPS/SS 2) – MONTEGO BAY (VACANT)

Salary range \$781,231.00 - \$928,638.00 p.a.

JOB PURPOSE:

The Secretary is responsible for providing efficient and effective secretarial and administrative support to ensure the effective and efficient operations of the Region.

KEY RESONSIBILITY AREAS

- Types letters, memoranda, reports and other documents from hand written notes and drafts for the Regional Manager;
- Maintains records of correspondences sent to /received from other Departments;
- Proof reads, verifies and reviews materials, records and reports for accuracy and completeness;
- Records and prepares minutes for meetings;
- Completes monthly Regional reports.

Required Knowledge , Skills and Competencies

- Ability to work on own initiative
- Good oral and written communication skills
- Proficient in the relevant computer application
- Sound knowledge of office procedures
- Good Records Management Skills

Qualification, Experience and Training

- CXC /GCE English Language
- Successfully completed the CAM 1 MIND
- Typewriting at 40-45 words per minute

OR

- CXC /GCE English Language
- Typewriting at 40-45 words per minute
- Training in Word Processing and Spreadsheet Applications
- Graduated from an accredited Secretarial School
- Three (3) years secretarial experience

Shorthand at a speed of 80-100 wpm would be an asset

Please forward application with resume, no later than Friday July 22, 2022 to:

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

NB: Only short-listed candidates will be contacted.