



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 377 **OSC Ref. C. 6222⁹**

5th September, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Postal Corporation of Jamaica**:

Administrative Assistant (GMG/AM 3), salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post

Job Purpose

Under the general direction of the Director, Commercial Services and Marketing, the Administrative Assistant is required to manage, organize, monitor and execute administrative duties functions pertaining to the operations of the Office.

Key Responsibilities

Management/Administrative:

- Co-ordinates and implements office services activities such as purchases, record control;
- Organizes and schedules all office activities;
- Collaborates with supervisor in the preparation of Individual Work Plan for signing and submission;
- Participates in the co-ordination of Special Projects;
- Ensures the maintenance of efficient and effective records management and information system to facilitate ease of access to information and speedy retrieval;
- Ensures the security of official and confidential records;
- Assists in the development of Operational and Strategic Plans for the Administrative Areas of the Office of the Senior Director, Operation;
- Assists in the development of Budgets and Monthly Cash Flows.

Technical/Professional:

- Types, formats, edits, revises, proofreads, and processes a variety of documents and forms including general correspondence, notices, reports, applications, permits, memos, agreements, statistical charts and other documents from rough draft or verbal instructions;
- Composes routine correspondence; copy, disseminate, and post documents and information as appropriate;
- Provides information related to specific programme area of assignment;
- Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents;
- Creates and maintains computer-based tracking information and reports including assigned databases, records, and lists; input corrections and updates;
- Assists in the compilation of reports;
- Maintains accurate and up-to-date Office files and records for assigned areas;
- Prepares regular and periodic statistical reports;
- Monitors inventories of supplies and materials; prepare purchase requisitions and requests for payment;
- Maintains calendar of activities, meetings, and various events for the Director;
- Schedules and organizes meetings for the Director;
- Co-ordinates meeting with existing clients to inform them about new developments in the Department's products offered by the Corporation;
- Serves as Recording Secretary for meetings hosted by PostCorp;
- Processes correspondence including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages;
- Provides support in the monitoring and assessment of customer satisfaction;
- Monitors compliance of payment timeline for group accounts;
- Reviews and dispatches all corporate clients' statements;
- Monitors the Billing System on a daily basis;
- Assists in the reconciliation of corporate accounts and submit report to the Director;
- Assists in the preparation of invoices for non-deposit customers;
- Assists in monitoring and recording cheques, cash and direct deposits and report any

significant trends;

- Prepares Monthly, Quarterly and Annual Reports.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good use of initiative
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Good at managing external relationships
- Excellent use of integrity
- Good with teamwork and cooperation
- Excellent planning and organizing skills
- Good analytical thinking
- Good social skills

Minimum Required Qualification and Experience

• Associate in Degree in Business Administration/Business Studies from an accredited institution with two (2) years' experience in the administrative field or related environment.

or

• Diploma in Administrative Management; plus four (4) years' experience in the administrative field or related environment.

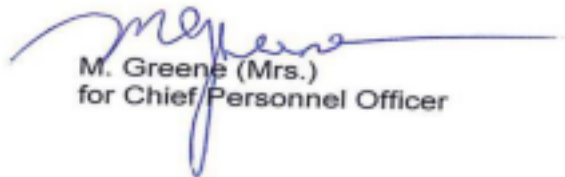
Applications accompanied by résumés should be submitted **no later than Friday, 16th September, 2022 to:**

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

Email: hrunit@jamaicapost.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



M. Greene (Mrs.)
for Chief Personnel Officer
