



CAREER OPPORTUNITY

The **Jamaica Information Service (JIS)**, an **Executive Agency**, invites applications from suitably qualified professionals for the following position:

ADMINISTRATIVE ASSISTANT – OFFICE MANAGEMENT

CORE FUNCTIONS

1. Produce a range of documents and perform administrative duties, in support of the Department's Core Functions.
2. Prepare monthly reports and meeting notes, as required by the Manager.
3. Assist with procurement of office supplies for the Agency, replenish stock levels, and submit quotations and invoices for payment.
4. Maintain and monitor motor vehicle records and prepare efficiency reports for the fleet of vehicles.
5. Co-ordinate the maintenance of equipment and machinery, in accordance with the Maintenance Plan.
6. Deploy and monitor Drivers on assignments, ensuring efficient allocation of resources, in keeping with the schedule of activities.
7. Supervise the activities of Office Attendants, to ensure facilities are maintained to the required standard.
8. Prepare documentation for the disposal of Capital items.
9. Assist with the preparation of submissions for the procurement of goods and services, in accordance with the Office of the Contractor General guidelines.

QUALIFICATION & EXPERIENCE

- An Associate Degree in Business Administration/ Administrative Management or Business College Diploma from a recognised tertiary institution; CPS designation desirable
- At least three (3) years experience as an Administrative Assistant, in an Office/Facilities Management environment

KNOWLEDGE, SKILLS AND COMPETENCIES

- Proficient with Microsoft Office Suite, particularly Word, Excel and PowerPoint
- Knowledge and understanding of office filing and retrieval systems
- Strong critical thinking & communication skills, with the ability to work well in teams
- Ability to work in a fast-paced and deadline driven environment
- Knowledge of the Corporate Area and its environs

Applications along with résumés should be forwarded no later than **August 26, 2019** to the:

Director,
Human Resources
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.