



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. Coordinate 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 office facilities are maintained to 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.

Qualifications and 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, and excellent at working with 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 **March 23, 2020** 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.