



# CAREER OPPORTUNITY

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

## **ADMINISTRATIVE ASSISTANT ST. THOMAS REGIONAL OFFICE**

**(Salary Range: \$3,094,839.00 - \$4,162,214.21 per annum)**

### **Job Scope:**

Reporting to the Manager, the Administrative Assistant is responsible for the provision of administrative support to the St. Thomas Regional Office. Additionally, the incumbent coordinates inter and intra-departmental communications, plans and organises departmental meetings, prepares correspondence, as well as maintains a proper records management system to facilitate easy access and security of files in the Department.

### **Core Functions:**

- Provides administrative support to the Manager.
- Prepares routine correspondence and produces other documents as required.
- Screens and refers calls to the relevant officers.
- Receives and directs visitors to the Department.
- Receives, opens, sorts and distributes incoming correspondence.
- Coordinates departmental meetings, prepares/compiles appropriate meeting documents and follows up on post-meeting actions and decisions.
- Attends meetings, records minutes and reproduces same for circulation.
- Generates monthly reports on the performance of the Department.
- Manages calendar app with activities, assignments, campaigns and events for the Department.
- Maintains an up-to-date departmental records management system.

### **Qualifications and Experience:**

- Associate Degree, Diploma or Certificate in Public Administration, Management Studies or Business Administration or relevant equivalent qualification.
- Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) designation desirable.
- At least two (2) years' experience at the senior secretarial level in a comparable working environment.

### **Knowledge, Skills and Competencies**

- Good communication, interpersonal and customer relations skills.
- Good organisational and time management skills.
- Ability to maintain confidentiality and exercise discretion.
- Displays integrity and professionalism.
- Knowledge of administrative practices and procedures.
- Knowledge and understanding of records and file management systems.
- Ability to transcribe material in a clear, accurate and acceptable manner.
- Proficient in Microsoft Office software – Word, Excel, PowerPoint, Outlook Express, etc.

Applications should be forwarded no later than  
**Friday, February 9, 2024** to:

**The Director, Human Resources  
Jamaica Information Service  
58a Half-Way Tree Road, Kingston 10  
Email: [hrmanager@jis.gov.jm](mailto:hrmanager@jis.gov.jm)**

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