



Jamaica Information Service

CAREER OPPORTUNITY

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

OFFICE ATTENDANT ST. THOMAS REGIONAL OFFICE

**Salary Range: \$857,032.00 - \$1,152,613.00
per annum.**

JOB SCOPE:

Under the supervision of the Manager - St. Thomas Regional Office, the Office Attendant is responsible for providing general housekeeping and support services including: cleaning, dusting and maintaining the office and its environs.

CORE FUNCTIONS:

- Wipes, cleans and mops offices and environs
- Cleans and sanitizes furniture and fixtures
- Washes and sanitizes restrooms and replenishes supplies of soap and toiletries
- Prepare and or serve refreshment for meetings, functions and events as required
- Performs errands in the surrounding environs
- Monitors the coffee station and ensures that supplies are available
- Serves refreshments to officers and clients at meetings and conferences as required
- Prepares water trays daily in all offices
- Delivers mail, memoranda, correspondence, files and newspapers
- Photocopies documents as requested

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Secondary School leaving certificate
- Knowledge of housekeeping practices would be an asset

REQUIRED COMPETENCIES:

- Good communication and interpersonal skills
- Good customer relations and time-management skills
- Ability to understand and follow instructions
- Basic knowledge of the Agency's operations and procedures
- Knowledge of office cleaning practices and procedures

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 address: hrmanager@jis.gov.jm**

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