



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: \$3,501,526.00 - \$4,709,163.34 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.

Minimum Qualifications and Experience:

- Associate degree or diploma in Business Administration, Management Studies or equivalent qualifications from a recognised institution
- 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, June 27, 2025 to:

**The Director
Human Resource Management and Development
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email: hrmanager@jis.gov.jm**

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