

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following temporary position in Central Administration of the Institute of Jamaica (IOJ):

ADMINISTRATIVE ASSISTANT

Salary Range: \$1,025,878.00 – \$1,219,446.00

JOB SUMMARY

To perform all secretarial and administrative functions of the Assets Management Department.

KEY RESPONSIBILITIES

- Composes letters and memoranda from general instructions and answers routine correspondence
- Schedules appointments and arranges meetings
- Establishes a reminder system for ongoing/outstanding activities for the Assets Manager
- Receives incoming mail and follows up with appropriate action.
- Keeps list of all contractors employees onsite and records NIS, NHT and Income Tax deductions
- Identifies and resolves various problems and situations that affect the orderly and efficient flow of work in transactions with parties outside the organization
- Maintains Tender Register
- Keeps a list of contracts with all associated documents as directed by the Assets Manager for presentation to Internal and External Auditors.
- Updates vehicle log to ensure that maintenance and operational costs are recorded.
- Maintains a record of fuel used.
- Establishes a schedule for routine certification and licensing of company vehicles
- Documents all maintenance requests for approval by the Assets Manager.
- Lists all capital projects with estimated cost as given by the Assets Manager

PERIOD OF EMPLOYMENT

July 11, 2022 – September 9, 2022

MINIMUM QUALIFICATION/ EXPERIENCE

- Degree/Diploma in Business Studies from a recognized institution plus four (4) years' working experience
- Certificate in Supervisory Management would be an asset.

Applications should be submitted no later than Friday, June 24, 2022 to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Fax: 922-1147
Email: personnel@instituteofjamaica.org.jm**