

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment & Sport)

Applications are invited to fill the following position in the Institute of Jamaica:

OFFICE ATTENDANT (LMO/TS 1)

SALARY SCALE

\$18,647.00 per week - \$24,467.00 per week

JOB SUMMARY

The Office Attendant is responsible for maintaining a clean and orderly environment for staff and visitors to the Institute

KEY RESPONSIBILITIES

- Cleans assigned areas
- Prepares and serves refreshment
- Deliver internal and external correspondence
- Report any incident, damage to equipment etc.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Basic level education up to the Grade 9 level.
- Three (3) months' related experience.

Applications should be submitted by **Friday, May 9, 2025** to:

**Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm