

# **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)**

### **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, October 11, 2024** to:

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

**EMAIL: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**