

# **INSTITUTE OF JAMAICA**

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

Applications are invited to fill the following position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB), a division of the Institute of Jamaica:

## **SECRETARY (OPS/SS2)**

**Salary Range:** \$781,231.00 - \$928,638.00

### **JOB OBJECTIVE**

To provide secretarial, clerical and receptionist support to the Division

- Types letters, memoranda, press releases, manuscripts, notices, audio-visual forms and library forms as per request.
- Takes and reproduces minutes of monthly staff meetings.
- Receives visitors, ascertain purpose of visit and directs them accordingly.
- Answers the telephone and places calls for and /or make enquiries on behalf of the Director, and other members of staff.
- Logs all telephone calls from the Division
- Processes telephone bills for the division
- Maintains the General filing system in collaboration with the senior secretary
- Updates leave register
- Updates the Division's mailing list.
- Writes requisitions, processes invoices and receives goods and deliveries when required.
- Receives logs and dispatches incoming and outgoing mail.
- Assists Administrator with collating information for the preparation of reports when requested.
- Issues stationery and updates stationery record
- Assists with photocopying of documents

### **MINIMUM QUALIFICATION/EXPERIENCE**

- Four (4) GCE Ordinary level or CXC Subjects including English Language and Mathematics or Accounts
- Certificate in secretarial training
- Two (2) years' experience in a similar capacity
- Shorthand at a speed of 80-100 words per minute

Applications should be submitted no later than **Wednesday, November 30, 2022**to:

**Director Human Resource Development & Management**

**10-16 East Street**

**Kingston**

**FAX # 922-1147**

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