

CAREER OPPORTUNITY:

ADMINISTRATIVE ASSISTANT (PROJECTS)

Job Summary

Under the general direction of the Director of Projects, the Administrative Assistant is responsible for providing administrative support to the Director of Projects and general secretarial services to the Projects Unit currently based at the Company's Head Office in Kingston.

Key Responsibilities include:

- ✚ Coordinates and undertakes general administrative functions and manages activities of the Projects Unit;
- ✚ Prepare and submit documents for meetings (external or internal);
- ✚ Attends meetings and produces Minutes and or Meeting Notes;
- ✚ Maintains Records and Information Management Systems for the Unit;
- ✚ Coordinates the preparation and submission of the Project Unit Unit's monthly reports for presentation at meetings by the Manager;
- ✚ Prepares official correspondences for the Unit as required by Senior Officers;
- ✚ Provide Administrative support to the Director of Projects;
- ✚ Provide Secretarial Services to the Projects Unit;
- ✚ Produce monthly departmental and other ad hoc reports as required;
- ✚ Manage records to include updating and maintaining the electronic filing system;
- ✚ Conduct Administrative functions to include booking and coordinating meetings and events, managing calendar schedules, liaising with internal departments, portfolio Ministry and other Governmental Ministries/Agencies;
- ✚ Request stationery and other office supplies for the unit;
- ✚ Prepare requisitions for the Unit's procurement activities and submit using the automated system.

Minimum Qualification and Experience:

- ✚ Associate Degree in Business Administration; OR Diploma in Administrative Management Level 2 or above OR Diploma in Business Service Management, Level 3.
- ✚ Minimum of three (3) years' working experience in an Administrative role;
- ✚ Excellent command of the English Language and ability to communicate effectively both orally and in writing;
- ✚ Proficiency in Microsoft Office Suite and other related applications;
- ✚ Excellent interpersonal and team-building skills;
- ✚ Aptitude for learning and development.

You are invited to apply by submitting an application cover letter and detailed Resume no later than **August 28, 2026** to:

The Manager - Human Resources & Industrial Relations

P.O. Box 631

Kingston 6

Or email: hr@nicjamaica.com

Please note that only shortlisted candidates will be contacted.