



The National Road Operating & Constructing Company invites applications for the position of:

**ADMINISTRATIVE ASSISTANT**

The Administrative Assistant provides administrative and secretarial support to the Senior Manager - Technical Services and other officers of the Department.

**Key Responsibilities include:**

- Sorts and logs incoming correspondence and takes action as directed; records and dispatches outgoing correspondence.
- Maintains schedule for the technical team and ensures that they are informed of meetings and other activities in a timely manner.
- Provides assistance with the preparation of reports and any other documents being produced by the Department's staff.
- Assist with quality management activities as assigned.
- Composes and types correspondence and prepares them for dispatch.
- Screens visitors and callers and refers them to the relevant staff for service; records and delivers messages promptly; assists with making follow-up calls and respond to callers.
- Maintains stationery and office supplies for the department
- Assists in conducting internet/desk research and compiling information for the technical team.
- Undertakes any other related duties that may from time to time be assigned.

**Minimum Qualifications:**

- Certified Professional Secretary designation or Diploma in Office Administration from a recognized institution.
- At least four (4) years' experience in a secretarial position
- Experience in supporting multiple officers

Your application with a detailed resume should be sent no later than November 8, 2021 to:

Corporate Services Manager  
National Road Operating & Constructing Company Ltd.  
Development Bank of Jamaica Building  
11a-15 Oxford Road, Kingston 5

Or emailed to: [info@h2kjamaica.com.jm](mailto:info@h2kjamaica.com.jm) (Include the *Position* you are applying for in the subject line.)

NB: We thank all applicants for their interest, however only short-listed candidates will be contacted.