



<https://www.dcs.gov.jm/job/administrative-assistant-gmg-am-2/>

ADMINISTRATIVE ASSISTANT (GMG/AM 2)

Description

Reporting to the Operations Manager, the incumbent is responsible to provide assistance in directing and controlling the administrative functions, so as to ensure effective management and implementation of all activities of the Unit in keeping with its objectives. The incumbent is also responsible for providing research, technological support to manage office support systems and resources to ensure the effective and efficient functioning of the office.

Employment Type

Full-time

Industry

Rehabilitation Industries Branch

Base Salary

\$ 1,711,060 - \$ 2,301,186

Date posted

October 29, 2024

Valid through

15.11.2024