



<https://www.dcs.gov.jm/job/administrative-assistant-gmg-am-3/>

ADMINISTRATIVE ASSISTANT (GMG/AM 3)

Description

Under the direct supervision of the Chief/Principal Probation Aftercare Officer, the Administrative Assistant is responsible for providing administrative, coordinating and secretarial support to facilitate the effective and efficient operation of the Regional/Probation Office. It is the responsibility of the incumbent to monitor the spending of the Imprest and maintaining the Imprest Book. The incumbent is charged with the responsibility of conducting inventories on the office supplies, furniture and equipment.

The incumbent attends and takes minutes at meetings held within the Region with the Chief Probation Aftercare Officer, Principal Probation Aftercare Officers and Senior Probation Aftercare Officers. Also, the incumbent assists with the planning and implementation of In-House Training and quarterly Regional Training Seminars.

Employment Type

Full-time

Industry

Probation Aftercare Branch

Base Salary

\$ 2,190,302 - \$ 2,945,712

Date posted

October 29, 2024

Valid through

15.11.2024