



<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.

Employment Type

Full-time

Industry

Probation Aftercare Branch

Base Salary

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

Date posted

January 20, 2025

Valid through

31.01.2025