



<https://www.dcs.gov.jm/job/records-clerk-pidg-rim-1/>

## RECORDS CLERK (PIDG/RIM 1)

### Description

Reporting to the Director, Human Resource Management, the incumbent is responsible for providing comprehensive administrative and clerical support to the Human Resource Management Unit. This includes managing employee records, coordinating correspondence, processing leave applications, and ensuring accurate and up-to-date documentation to support efficient HR operations. The incumbent will play a critical role in maintaining the integrity and confidentiality of personnel files while assisting in the seamless delivery of HR services to the organization.

### Employment Type

Full-time

### Industry

Human Resource Management and Administration Division

### Base Salary

\$ 1,439,455 - \$ 1,935,907

### Date posted

January 17, 2025

### Valid through

31.01.2025