



<https://www.dcs.gov.jm/job/secretary-ops-ss-1/>

SECRETARY (OPS/SS 1)

Description

The incumbent is responsible for providing comprehensive secretarial support to the assigned Director or Head of Unit, ensuring the efficient daily operations of the Unit. This includes managing routine secretarial tasks such as dictation, drafting correspondence, and handling administrative assignments with professionalism and attention to detail.

Employment Type

Full-time

Industry

Human Resource Management and Administration Division

Base Salary

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

Date posted

January 20, 2025

Valid through

31.01.2025