



AGRO-INVESTMENT CORPORATION

AMC Complex, 188 Spanish Town Road, Kingston 11,
PO Box 144, Jamaica, West Indies.

Telephone: 764-8071, 923-9268, 923-0086, 923-9261 Fax: 758-7160,

Email: info@agroinvest.gov.jm



Agro-Investment Corporation invites applications from suitably, qualified and highly motivated individuals to fill the following post of:

Administrative Assistant – Property and Fixed Assets Department (Temporary)

Job Summary

Reporting to Property and Fixed Assets Manager, the Administrative Assistant is responsible for providing general administrative and secretarial support to the department. The incumbent will also be responsible for assisting with the management of activities to achieve the department's set goals and objectives.

Key Responsibilities Include:

- Manage the department head's calendar and arrange tentative schedules;
- Make arrangements for meetings; attend meetings and prepare and transcribe minutes;
- Open, sort and screen mail; draft responses on matters for which authority has been delegated;
- Arrange for the dispatch of outgoing mails;
- Answer the telephone, screen callers, and take and relay messages;
- Type correspondence and reports from dictation or handwritten copy;
- Maintain files/databases/records;
- Assist technical staff with preparations for field visits in corporate and rural areas;
- Locate and compile information and manipulate and/or format reports, graphs, tables, records and other illustrations;
- Organize events and office activities by scheduling rooms, issuing information, coordinating speakers and controlling the budget;
- Receive complaints, questions and requests in person or by telephone; provide the necessary information where possible or refer persons to the relevant authorities;
- Perform other related functions assigned from time to time;

Qualifications & Experience:

- Certified Professional Secretarial Diploma/Management Diploma or equivalent qualifications
- Three (3) years working experience in administrative position
- Knowledge of property management would be an asset



AGRO-INVESTMENT CORPORATION

AMC Complex, 188 Spanish Town Road, Kingston 11,
PO Box 144, Jamaica, West Indies.

Telephone: 764-8071, 923-9268, 923-0086, 923-9261 Fax: 758-7160,

Email: info@agroinvest.gov.jm



Required Skills/Competencies

- High level of confidentiality, integrity and professionalism
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Sound knowledge of Public Service rules, regulations and practices
- Excellent time management and organizing skills
- Proficient in the use of Microsoft Office Suite

Applications accompanied by resumes must be submitted no later than **Friday, September 6, 2019** to:

Snr. Director of Human Resource Management & Development
Agro-Investment Corporation
188 Spanish Town Rd.
Kingston 11
Or by email to: jobsagroinvest17@gmail.com

Please note that only short listed applicants will be contacted.