



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: agricultural@cwjamaica.com



Agro-Investment Corporation an entity under the ambit of the Ministry of Industry, Commerce, Agriculture and Fisheries is seeking to identify highly motivated, dynamic and knowledgeable individuals to fill the following post of:

CEO Executive Assistant

Job Summary

Reporting to the Chief Executive Officer (CEO), the Executive Assistant is responsible for performing and coordinating a wide variety of complex and confidential administrative and secretarial activities as required by the daily operations in the CEO's office. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the Chief Executive Officer.

Key Responsibilities Includes:

Administrative

- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing reports; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings;
- Plans, coordinates and ensures the CEO's schedule is followed and respected;
- Provides a "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office;
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature to determine the appropriate course of action, referral, or response;
- Provides a bridge for smooth communication between the CEO's office and internal departments;
- Demonstrates leadership to maintain credibility, trust and support with senior management staff;
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the Corporation;
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to a successful completion, often with deadline pressures;
- Follows up assignments given to management staff by the CEO and provides status reports to the CEO;
- Arranges meetings, conferences and other events as directed by the CEO by notifying participants, making room reservation, and preparing agendas, presentation and required informational material;
- Responds to requests, inquiries and complaints from organizations and the general public; refers persons to the relevant authorities when deemed necessary and follows through on the resolution of issues;



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Secretarial

- Opens, sorts and screens incoming mail; if necessary, forward mail to the appropriate department manager;
- Arranges for the dispatch of outgoing mail;
- Receives and screens calls and visitors to the CEO's office; handles or refers to the appropriate authorities, matters that do not require the CEO's attention;
- Accompanies the CEO to meetings from time to time and takes, transcribes and distributes minutes;
- Manages the CEO's appointment diary including liaising with internal and external personnel as necessary;
- Composes and types correspondence independently for own signature or the signature of appropriate management staff and reviews finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage;
- Performs any other duties assigned by the CEO.

Qualifications & Experience:

- First Degree in Administrative Management or equivalent qualifications
- Three (3) years working experience in an administrative position
- Certified Professional Secretary Diploma would be an asset

Required Skills/Competencies

- High level of confidentiality, integrity and professionalism
- Excellent creative capabilities
- Strong oral and written communication skills
- Excellent organizational and administrative skills
- Excellent time management skills
- Ability to handle multiple tasks and good analytical skills
- Ability to exercise good judgment
- Ability to maintain a realistic balance among multiple priorities
- Excellent human relations skills

Applicants must possess a valid driver's license and reliable motor vehicle.

Application accompanied by a resume must be submitted no later than **Friday, September 6, 2019** to:

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

Please note that only shortlisted applicants will be contacted.