



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 is seeking to identify a highly motivated, dynamic and knowledgeable individual to fill the post of:

Administrative Assistant – Human Resource Department

Job Purpose

Under the supervision of Senior Director, Human Resource Management and Development, the Administrative Assistant is responsible for providing general administrative and secretarial support to the Head of Department (HOD). The incumbent will also be responsible for assisting with the management of activities to achieve set goals and objectives of the department.

Key Responsibilities Include:

- Processes and updates all leave applications
- Records all approved leave and prepares quarterly leave reports
- Manages the department head's calendar and arranges tentative schedules
- Arranges for the dispatch of outgoing mails
- Answers the telephone, screens callers, and takes and relays messages
- Composes and types directives, bulletins, schedules, agendas and other documents
- Assists with the co-ordination of events and office activities by scheduling rooms and issuing information
- Assists with the recruitment process. These include but not limited to:
 - Posting of advertisements for vacant positions internally or externally
 - Working in partnership with the recruiters, calling and emailing candidates to schedule phone or face- to-face interviews and providing status updates
 - Arranging induction and orientation sessions
 - Preparing and emailing rejection letters
- Ensures that performance appraisal notifications are issued in a timely manner
- Ensures that completed performance appraisals are collected in a timely manner
- Monitors attendance register, prepares and submits attendance report
- Provides relief for the receptionist
- Performs other related functions assigned from time to time

Qualifications & Experience:

- Human Resource Management Diploma, Management Diploma or equivalent qualifications
- Three (3) years' experience in an administrative position, preferably in the Human Resource Department
- Training in Records and Leave Management would be an asset



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Required Skills/Competencies

- Excellent integrity/ethics exercised in the performance of duties
- Sound knowledge of Public Service rules, regulations and practices
- Good oral and written communication skills
- Excellent interpersonal and customer service skills
- Excellent time management and organizing skills
- Proficient in the use of Microsoft Office Suite

Basic Salary: \$1,383,054.00 - \$1,659, 665.00

Applications accompanied by resumes must be submitted no later than **Friday, March 6, 2020**
to:

Snr. Director of Human Resource Management & Development
Agro-Investment Corporation
188 Spanish Town Rd.
Kingston 11

Or by email to: jobsagroinvest17@gmail.com

We thank all applicants for their interest in the Agro-Investment Corporation, but regret to advise that only shortlisted applicants will be acknowledged and contacted.