

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

Administrative Assistant

Job Summary

Reporting to the Fund Manager, the Administrative Assistant is responsible for handling general office tasks and administrative duties such as directing communications between colleagues and customers, organizing schedules and events, entering data, bookkeeping maintaining office equipment and files.

Key Responsibilities

- Manages the Unit head's calendar and arranges tentative schedules.
- Make arrangements for meetings; attend meetings, prepare and transcribes minutes; ensures follow through with meeting decisions and actions.
- Opens, sorts, and screens mail; drafts responses on matters for which authority has been delegated.
- Arranges for the dispatch of outgoing mail.
- Answer the telephone, screen calls, receive and relay messages.
- Receives, greets, and directs visitors to the department.
- Composes and types directives, bulletins, schedules, agendas and other documents.
- Manage filing of all admin files including expense reports and correspondence.
- Type correspondence and reports from dictation or handwritten copy.
- Maintains files/databases/records including filing, retrieval, retention, storage, compilation, coding, updating, and destruction.
- Assists technical staff with preparations for training sessions in corporate and rural areas.
- Prepares special and recurring Unit reports by gathering, compiling and typing information from various sources.
- Locates and compiles information and manipulates and/or formats reports, graphs, tables, records and other illustrations.
- Organizes events and office activities by scheduling rooms, issuing information, coordinating speakers and controlling the budget.
- Make travel and accommodation arrangements as required.
- Orders office supplies for the Unit and maintains all associated records.

Required Skills & Competence

- Sound knowledge of office practices and procedures.

- Good knowledge of departmental policies and procedures.
- Knowledge of record keeping and records/file management techniques
- Working knowledge of relevant computer packages including spreadsheet, word processing, presentation and drawing software.

Minimum Required Qualification and Experience

- Diploma in Business Management or any equivalent qualification plus at least five (5) years' post qualification experience.
OR
- CPS qualification plus at least three (3) years' post qualification experience.
OR
- Associate of Science Degree in Business Administration from a recognized tertiary institution plus at least two (2) years' experience in Office Management.

Application accompanied by a resume must be submitted no later than **Friday, June 20, 2025** to:

Snr. Director, HRM & Administration
Agro-Investment Corporation
188 Spanish Town Rd.
Kingston 11

Or by email to: vacancies@agroinvest.gov.jm

Please note that the title of the position MUST be included in the subject and only shortlisted applicants will be contacted.