



CAREER OPPORTUNITY

The **Jamaica Bauxite Mining Limited** invites applications from suitably qualified persons to fill the vacancy of:

EXECUTIVE ASSISTANT

To provide secretarial and administrative support to the Managing Director and ensure the efficient day-to-day operation of the MD's office.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Acting as the first point of contact to the Managing Director.
- Providing administrative/secretarial support to the Managing Director including typing, photocopying services and preparation of documentation using Microsoft Word, Access and Excel as required.
- Managing the day-to-day correspondence and information sharing for the MD's office.
- Receiving and reviewing all incoming communications (mail, email or telephone) and ensure appropriate follow-up actions are taken.
- Planning and instituting an effective electronic and manual filing system to ensure security and accessibility of documents when required.
- Managing and maintaining the diary of the Managing Director, making and confirming appointments and meetings and ensuring all necessary paperwork is prepared relating to those appointments/meetings, where appropriate.
- Planning, coordinating and attending internal and external meetings; Taking notes, preparing minutes and action points. Ensuring action points are closed.
- Liaising as necessary between the Managing Director and the other staff for dissemination of information and instructions.
- Coordinating with the office attendant in the preparation of conference room for meetings.
- Maintaining up to date knowledge and understanding of the organization and its aims and objectives.

REQUIRED COMPETENCIES

- Ability to manage processes and maintain accurate records.
- Excellent customer service skills.
- Ability to communicate effectively orally and in writing.
- Team-oriented with excellent interpersonal skills.
- Highly confidential.
- Ability to handle work in an efficient and timely manner.
- Effective organizational skills.
- Excellent administrative and secretarial skills.
- Proficiency in word processing and standard computer applications.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First degree in Business Administration or related area
- Professional certification in Secretarial Studies, Office Management or Administrative Management.
- Completion of MIND Administrative Management Level 1 training or the equivalent.

Plus

- Three (3) years' secretarial experience in either the Public or Private Sector.

CLASSIFICATION & REMUNERATION

The position of Executive Assistant is classified at Level 5, Pay Band 6 with a starting salary of **\$2,803,771.00** per annum plus benefits.

Please forward curriculum vitae by December 27, 2024 to:

The Director HRM & Administration

Jamaica Bauxite Mining Ltd

P.O. Box 33

Ocho Rios

St. Ann

or

jobs@jbm.gov.jm

We thank all participants for their interest; however, only shortlisted persons will be contacted.