



The Jamaica Urban Transit Company Limited

seeks to recruit

a

Senior Cashier

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Certificate in Business Administration or equivalent qualification.
- Two (2) years related working experience.

CORE FUNCTION:

Reporting to the Accounting Manager, the Senior Cashier will be responsible for the operations of the cash office and will supervise the counting and recording of Depot's bus revenues and prepare reconciliation and lodgements for those amounts.

The successful candidate should also possess:

- Sound knowledge of the JUTC's cash security policies and procedures.
- Sound knowledge of the Fareon system.
- Strong mathematical skills and must be detailed oriented.
- Proficiency in the use of Microsoft Suite
- Excellent oral and written communication skills.
- Excellent report writing skills
- Ability to work on own initiative.
- Good human relations skills.

Applications with detailed resumes should be sent by **January 25, 2022** to:

“Recruitment”
Jamaica Urban Transit Company Limited
Michael Manley Drive
P.O. Box 575
Twickenham Park
Spanish Town
Email: recruitment@jutc.com.jm

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