



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:

- Strong mathematical skills and must be detailed oriented.
- Proficiency in the use of Microsoft Suite
- Excellent oral and written communication skills.
- Excellent report writing and analytical skills
- Ability to work on own initiative.
- Good human relations skills.
- Strong supervisory skills.

Applications with detailed resumes should be sent by **March 15, 2022** to:

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

Note: While we thank all applicants for their interest, only short-listed candidates will be contacted.

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