



The Jamaica Urban Transit Company Limited

seeks to recruit

a

Human Resources Clerk for the Portmore Depot

MINIMUM QUALIFICATIONS & EXPERIENCE:

- At least Four (4) subjects at GCE O' Level/CXC General Proficiency level, including English Language and Mathematics
- Certificate in Human Resource Management or any other equivalent qualification.
- At least Two (2) years working experience in a related position

CORE FUNCTIONS:

Reporting to the Human Resources Officer, the incumbent among other activities will be required to perform general administrative functions, in addition to making arrangements for the provision of health and other benefits to employees and maintaining the required human resources records.

The successful candidate should also possess:

- Knowledge of human resources policies and procedures
- Strong administrative skills
- Understanding of local labour laws
- Proficiency in the use of Microsoft Suite
- Excellent verbal and written communication skills
- The ability to work under pressure
- Excellent time management and organizational skills
- High degree of multitasking and must be detail oriented
- Excellent human relations skills

Applications with detailed resumes should be sent by May 13, 2022.

“Recruitment”
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