



The Jamaica Urban Transit Company Limited

seeks to recruit

a

Clerical Assistant

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Four (4) subjects at GCE O'Level/CXC General Proficiency Level, including English Language and Mathematics.
- One (1) year working experience in a related position.

CORE FUNCTION:

Reporting to the Legal Officer the Clerical Assistant among other functions will provide assistance with the management of the Insurance Claims status database and take the necessary steps to ensure that all insurance claims are sent to the Insurance Company in a timely manner.

The successful candidate should also possess:

- Proficiency in the use of Microsoft Suite
- Excellent analytical skills and must be detail oriented
- Excellent data entry skills
- Good knowledge of standard office procedures and practice
- Good interpersonal skills
- Good oral and written communication skills

Applications with detailed resumes should be sent by **July 13, 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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