



The Jamaica Urban Transit Company Limited

seeks to recruit

an

Administrative Assistant 2

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Diploma in Secretarial/Communications Studies or equivalent qualification.
- Two (2) years related working experience.

CORE FUNCTION:

Reporting to the Corporate Communications Manager, the incumbent will be responsible to perform administrative duties to include but not limited to drafting letters, memoranda and reports, and to assist in the monitoring of the various social media platforms.

The successful candidate should also possess:

- Excellent communication and interpersonal skills
- Proficiency in the use of Microsoft Suite
- Excellent administrative and time management skills
- Excellent oral and written communication skills
- Good organizational skills
- The ability to work on own initiative
- The ability to pay keen attention to details and must be highly confidential
- Above average knowledge of various social media platforms including Twitter, Facebook and Instagram

Applications with detailed resumes should be sent by **October 18, 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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