



**The Jamaica Urban Transit Company Limited**

**seeks to recruit**

*an*

**Administrative Assistant 1**

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Diploma in Human Resource Management or equivalent qualifications from a recognized institution.
- At least Three (3) years working experience in a human resource environment.

**CORE FUNCTION:**

The incumbent will be required to provide administrative and secretarial services to support the activities of the Deputy Managing Director, Human Resources & Administration and handle sensitive information in a confidential manner.

*Requirements:*

- Strong ethics, confidentiality & reliability
- Keen understanding of human resource practices and Labour Laws
- Proficiency in the use of Microsoft Office Suite
- Outstanding organizational and time management abilities
- Excellent communication and interpersonal skills
- Excellent team player
- Detail oriented
- Sound knowledge of records management
- The ability to work on own initiative and under pressure

**REMUNERATION:**

- *Salary Range: \$2,478,125.00 - \$3,332,803.00 per annum, payable monthly*

Applications with detailed resumes should be sent by **May 01, 2023** to

**"Recruitment"**  
**Jamaica Urban Transit Company Limited**  
**Michael Manley Drive**  
**P.O. Box 575**  
**Twickenham Park**  
**Spanish Town**  
**Fax: 907-2209**  
**Email: [recruitment@jutc.com.jm](mailto:recruitment@jutc.com.jm)**

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