



JAMAICA URBAN TRANSIT COMPANY LIMITED

GENERAL NOTICE

Administrative Assistant 2 needed for the National Rural School Bus Service

Minimum Qualifications & Experience:

- Diploma in Secretarial Studies or equivalent qualification with at least one (1) year related working experience

OR

- NVQ-J Level 3 Business Management (Supervision) with at least two (2) years working experience

Core Functions:

Reporting to the General Manager the incumbent will perform administrative duties to include but not limited to attending meetings to record minutes, transcribe and distribute minutes to the relevant parties, preparation of monthly reports, letters, memoranda and other documents.

The successful candidate should possess:

- Proficiency in the use of Microsoft Suite
- Excellent administrative skills
- Excellent 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
- Good interpersonal skill

Remuneration:

Salary: \$2.1M per annum, payable monthly, and related benefits.

PLEASE SUBMIT APPLICATIONS WITH DETAILED RESUMES BY JULY 08, 2025 TO:

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

JUTC, YOUR ROUTE TO EXCELLENCE

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