



JAMAICA URBAN TRANSIT COMPANY LIMITED

GENERAL NOTICE

Clerk/Typist Operations needed for the National Rural School Bus Service

Minimum Qualifications & Experience:

- Four (4) subjects at GCE O' Level/CXC General Proficiency level including English Language and Mathematics
- NVQ-J Level 3 Business Management (Supervision) with at least two (2) years working experience

Core Functions:

The Clerk/Typist Operations among other functions will be responsible for performing administrative support to the Depot Operations Manager and the section.

The successful candidate should possess:

- Excellent oral and written communication skills.
- Excellent administrative skills.
- The ability to operate standard office equipment.
- Excellent typing skills.
- Proficiency in the use of Microsoft Office Suite.
- The ability to work on own initiative and must be detailed oriented.
- Good human relations skills.
- Good time management skills.
- The ability to work under pressure.
- High degree of confidentiality.
- The ability to work well in a team.
- Ability to work collaboratively in a team-oriented environment

Remuneration:

Salary: \$1.4M 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