



The Jamaica Urban Transit Company Limited

seeks to recruit

a

Clerk/Typist Depot Operations- Portmore Depot

MINIMUM QUALIFICATIONS & EXPERIENCE:

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

CORE FUNCTION:

Reporting to the Depot Operations Manager, the Clerk/Typist Depot Operations will be responsible for performing general accounting duties to include but not limited to type letters, memoranda, reports and other documents as directed, answer incoming calls and respond to routine enquiries and record, transcribe and distribute minutes of meetings and hearings and maintain an efficient filing system for the Section.

The successful candidate should also 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.
- Knowledge of JUTC's Depot Operations.
- Good time management skills.
- The ability to work under pressure.
- High degree of confidentiality.
- The ability to work well in a team.

Applications with detailed resumes should be sent by **March 08, 2022** 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