



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

CAREER OPPORTUNITY

The Office of Utilities Regulation (OUR) invites applications from suitably qualified individuals to fill the following position:

ADMINISTRATIVE ASSISTANT

The successful candidate will provide administrative support to the Administration and Human Resource Department and report directly to the Director Administration and Human Resource.

CORE FUNCTIONS:

- ◆ Coordinate meetings, ensure that notices, agendas and other related documents are prepared and circulated to the relevant persons;
- ◆ Attend meetings and produce and circulate quality minutes and action items;
- ◆ Maintain schedule and coordinate calendar activities;
- ◆ Assist with drafting employee correspondence, such as letters of offer, employment agreements, memoranda and other correspondence, as required;
- ◆ Assist with assembling materials for orientation sessions for all new employees and ensure that required employee information is obtained and secured within the employees' personnel file;
- ◆ Assist with the coordination of Human Resources learning and development activities;
- ◆ Arrange for the timely dispatch of correspondence and documents;
- ◆ Manage the reception desk in the absence of the responsible officer;
- ◆ Process employees' requests and provide relevant information; and
- ◆ Assist with recruitment, selection, and on-boarding activities, as assigned.

REQUIRED QUALIFICATIONS, EXPERIENCE & CRITICAL COMPETENCIES:

- ◆ BSc in Business Administration or its equivalent from a recognized tertiary institution;
- ◆ Certified Administrative Professional (CAP) or Certified Professional Secretary (CPS) designation;
- ◆ Minimum of three (3) years' experience as a Human Resource Administrative Assistant;
- ◆ Computer literacy with proficiency in Microsoft Office Suite applications;
- ◆ Excellent oral and written communication skills and the ability to relate well at organizational levels;
- ◆ Excellent competencies in filing and records maintenance techniques;
- ◆ Excellent time management skills and the ability to multi-task;
- ◆ Excellent organizing and time management skills;
- ◆ Excellent writing skills in preparing minutes of meetings, reports and general correspondence;
- ◆ Outstanding customer relation skills;
- ◆ High level of integrity, confidentiality and professionalism; and
- ◆ Working knowledge of operating a modern Telephone Switchboard.

Applications should be submitted no later than Friday, 2019 August 9 to:

**Director, Administration and Human Resource
Office of Utilities Regulation
3rd Floor, PCJ Resource Centre
36 Trafalgar Road, Kingston 10, Jamaica.
Email: employment@our.org.jm**

***Issued by the Office of Utilities Regulation on 2019 July 28
Only shortlisted applicants will be contacted.***