



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:

CLERICAL ASSISTANT

CORE FUNCTIONS:

Under the general direction of the Personnel/Administrative Officer, the incumbent is responsible, *inter alia*, for:

- ◆ Preparing documents for internal and external distribution (e.g. photocopying, binding and packaging);
- ◆ Scanning documents;
- ◆ Controlling inventory items;
- ◆ Maintaining the stock room;
- ◆ Supplying office supplies and stationery to staff, as requested;
- ◆ Assisting with the management of Fixed Assets;
- ◆ Ensuring that photocopiers are in proper working conditions at all times; and
- ◆ Performing any other related duties that may be assigned.

REQUIRED QUALIFICATIONS, EXPERIENCE & CRITICAL COMPETENCIES

- ◆ A minimum of five (5) CXC subjects, including Mathematics and English Language;
- ◆ Minimum of one (1) year work experience in performing similar job functions;
- ◆ Outstanding customer relations skills;
- ◆ Outstanding interpersonal and communications skills;
- ◆ Be computer literate;
- ◆ Be a fast learner;
- ◆ Ability to understand simple processes and the routine operation of office equipment;
- ◆ Ability to read and understand written instructions; and
- ◆ Ability to perform general math calculations.

Applications should be submitted no later than 2019 March 8, 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**

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