

VACANCIES - AS 2

UTech, Jamaica Broadcaster <massmailer@utech.edu.jm>

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UNIVERSITY OF TECHNOLOGY, JAMAICA

"EXCELLENCE THROUGH KNOWLEDGE"

VACANCY

Office of Admissions and Enrollment Management Division of Student Services and University Registry

The University of Technology, Jamaica (UTech, Jamaica) seeks to identify a suitable candidate to fill the following post:

Administrative Support 2 – Level 5B **Salary range: \$1,245,829 p.a. - \$1,459,254 p.a.**

The Administrative Support 2 will be required to provide confidential secretarial and administrative support services to the Office of Admissions and Enrollment Management by carrying out effective and efficient communication and liaison, establishing and maintaining administrative systems and maintaining various types of forms of documents and records.

Requirements:

The preferred applicant should possess:

- Diploma in Administrative Management or a related discipline
- Sound knowledge of standard office procedures and practices
- Sound knowledge of records and file management systems and techniques
- Knowledge of telephone etiquette and techniques
- Good communication, interpersonal, customer service, reasoning time management, mathematical and computer skills
- At least two (2) years' experience in a secretarial post

Interested persons seeking a career opportunity who meet the specified requirements are invited to submit electronically a job application letter and a detailed resume with subject line **Administrative Support 2 – OAEM** for consideration to hrm@utech.edu.jm by **3:45 p.m.** on **April 5, 2024**. Applications should be addressed to:

Vice President and Chief Human Resource Officer
Division of Human Resources & Administration
University of Technology, Jamaica

237 Old Hope Road, Kingston 6

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

UNIVERSITY OF TECHNOLOGY, JAMAICA

“EXCELLENCE THROUGH KNOWLEDGE”

VACANCY

Caribbean School of Nursing (Western Campus) College of Health Sciences

The University of Technology, Jamaica (UTech, Jamaica) seeks to identify a suitable candidate to fill the following post.

Administrative Support 2 – Level 5B

Salary range: \$1,245,829 p.a. - \$1,459,254 p.a.

Job Description:

The Administrative Support 2 will be required to provide confidential secretarial and administrative support services to the College by carrying out effective and efficient communication and liaison, establishing and maintaining administrative systems and maintaining various types of forms of documents and records.

Requirements:

The preferred applicant should possess:

- Diploma in Administrative Management or a related discipline
- Sound knowledge of standard office procedures and practices
- Sound knowledge of records and file management systems and techniques
- Knowledge of telephone etiquette and techniques
- Good communication, interpersonal, customer service, reasoning time management, mathematical and computer skills
- At least two (2) years' experience in a secretarial post

Interested persons seeking a career opportunity who meet the specified requirements are invited to submit electronically (PDF only) a job application letter and a detailed resume with the specific subject line **AS2 - COHS** for consideration to hrm@utech.edu.jm by **3:45 p.m.** on **April 5, 2024**. Applications should be addressed to:

Vice President and Chief Human Resource Officer
Division of Human Resources & Administration
University of Technology, Jamaica

237 Old Hope Road, Kingston 6

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED