



VACANCY WITHIN THE NATIONAL SOLID WASTE MANAGEMENT AUTHORITY

SECRETARY

The National Solid Waste Management Authority (NSWMA) invites application from suitably qualified persons to fill the position of **Secretary** for the Human Resource Department.

The successful candidate will report to the Human Resource Manager and the primary responsibilities are attending meetings as required and taking and reproducing minutes. Preparing of correspondence for dispatch internally and externally as required. Assist the department in making the necessary arrangements for events. Ensuring adequate supply of stationery for the department. Making copies of documents, reports when required. necessary steps to understand the required formats and contents of the reports required from the department.

QUALIFICATIONS REQUIRED

Education/Experience:

- Associate Degree in Business Administration
- Designation of Certified Professional Secretary (CPS) is desirable
- At least one year experience in a similar position
- Working knowledge and experience using Microsoft Office

Specifications

- Ability to communicate effectively at all levels
- Strong organizational skills and ability to manage multiple tasks
- An aptitude to follow written and oral instructions
- Ability to carry out tasks without constant supervision
- Maintain simple logs and records
- Ability to act on initiative

Applications with Résumés should be sent by **Friday, January 13, 2023.**

**The Human Resource Department
National Solid Waste Management Authority
61 Half Way Tree Road
Kingston 10
Email: applications@nswma.gov.jm**

Only shortlisted candidates will be contacted.