



CAREER OPPORTUNITY

Executive Assistant – VP Marketing & Opportunity Packaging

Job Profile

The Executive Assistant provides administrative support for the Vice President and generally supports the activities of the departments within the Marketing & Opportunity Packaging Division.

Key Responsibilities

The incumbent is expected to perform a range of duties that are necessary to effectively support the office of the Vice President and the Division. These include but are not limited to the following:

- Manage the calendar of the Vice President.
- Schedule appointments and ensure timely arrangements and preparation for meetings and other assignments.
- Ensure requisite documentation is secured and made available to the Vice President ahead of attendance at meetings
- Respond to queries and provide information to internal and external customers as required, including referral to other points in the Division or organisation as appropriate.
- Take minutes at meetings as required
- Draft, circulate and/or follow-up with division staff on action items.
- Ensure that management and/or staff Divisional meetings are convened based on agreed schedules
- Coordinate arrangements for local and overseas travel for the Division's staff.
- Compile information and prepare performance reports for departments/division as required.
- Prepare presentations for Management Meetings. Collate support documentation as required.
- Coordinate logistics for workshops/seminars as required
- Receive and log documents sent to the office of the Vice President. Route and track as appropriate.
- Liaise between departments within and outside of the division to ensure effective dissemination of information as necessary.
- Draft briefs, letters or presentations as requested
- Store, catalogue and maintain department's computerized and other filing systems and documents.
- Carry out administrative tasks as required to support departments within the Division.
- Maintain weekly attendance register for the division; prepare and submit attendance reports and requisite leave forms as required.
- Other duties as may be assigned by the Vice President

Qualifications, Experience and Key Competencies of the Preferred Candidate

- Degree in Business or equivalent qualification/training



JAMPRO
EXPORT AND INVESTMENT JAMAICA

CAREER OPPORTUNITY

- Certificate from a recognized institution in administrative or secretarial studies
- At least three (3) years related work experience
- Excellent administrative skills
- Excellent record management skills
- Superior report writing and minute taking skills
- Research skills
- Ability to interpret quantitative and qualitative data
- Ability to inspire confidence and manage relationships
- Ability to work on own initiative and manage time effectively
- Strong time management skills
- Excellent oral and written communication skills
- Working knowledge of the Microsoft suite of programmes

Qualified applicants are invited to submit letter and résumé by October 25, 2023 addressed to:

Manager, Human Resources

JAMPRO Email: vacancies@jamprocorp.com