



The Students' Loan Bureau (SLB) invites applications from suitably qualified persons for the following position:

Administrative Assistant (Grade 5)

This position provides administrative support to the Deputy Executive Director through managing correspondence, appointments / events and the storage and retrieval of information in the executive office; and ensuring proper follow-up of information and instructions.

Scope of Responsibilities

1. Provides administrative support to the Deputy Executive Director in
 - a. organizing workflow through scheduling, making necessary arrangements for meetings, visits and providing necessary follow-up procedures /activities.
 - b. responding to incoming correspondence and arranges in priority action
 - c. maintaining an up-to-date diary and schedule of events.
 - d. including the preparation of correspondence, presentations, contracts, departmental documents/reports, filing and securing of sensitive documents.
2. Screens in-coming telephone calls to the Deputy Executive Director and handles the matters arising from those calls as appropriate.
3. Attends meetings, as required, and records proceedings for the preparation and circulation of minutes.
4. Maintains an appropriate records management system that safeguards and ensures confidentiality.
5. Assesses reports/complaints and prioritizes for the Deputy Executive Director's response.
6. Follows-up on delegated tasks by the Deputy Executive Director to ensure progress to deadlines
7. Researches information and prepares the resulting background data for the Deputy Executive Director's analysis and decision.
8. Receives, opens and sorts the Deputy Executive Director's mail.
9. Keeps abreast of administrative management trends and best practices and recommends their use where applicable to improve productivity and achieve organizational objectives.
10. Performs other related assignments from time to time in order to assist with the smooth work flow of the Executive Office and the operations of the Bureau.

Qualifications and Experience

- Diploma or Certificate in Business Administration, Management Studies or related course of study
- Certification as an Administrative Professional/Secretary
- At least two (2) years working experience in providing administrative support to a senior executive in a financial institution

Specific Knowledge Required

- Knowledge of
 - modern administrative / office trends, principles, practices and procedures
 - Government of Jamaica guidelines and regulations
- Knowledge of the Bureau's policies, regulations and practices

Skills, Behaviours and Competencies Required

- Demonstrated capability to interface and maintain effective relationships with all levels of staff and various functions and departments.
- Excellent oral and written communication skills, including presentation and documentation preparation skills.
- Ability to identify critical information and information patterns from available data
- Proficiency in the use of modern office equipment
- Proficiency in the use of computer application software including Microsoft Word, Excel, PowerPoint
- Detail oriented with logical and methodological approach to problem solving.
- Excellent research and analytical skills.
- Excellent planning and organizing skills
- Ability to plan and schedule the work of others.
- High level of confidentiality and integrity
- Good negotiating skills to persuade, influence, and present facts to customers, staff and stakeholders
- Ability to demonstrate tact and diplomacy in responding to sensitive inquiries or complaints.
- Methodical, businesslike, meticulous, honest, self-assured and self-motivated.

Remuneration Package

- Basic Salary \$\$875,820 - \$1,038,423

Applications along with résumés should be forwarded no later than **Friday, September 7, 2018 to:**

**Manager, Human Resource & Administration Department
Students' Loan Bureau
Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5**

E-mail: hr@slbj.com

We thank all applicants for their expressions of interest, however, only shortlisted candidates will be contacted.