

TRANSPORT BOARD

REGISTRY CLERK / RECEPTIONIST

THE OPPORTUNITY

The Transport Board invites applications from suitably qualified, persons for the position of Registry Clerk/Receptionist. The prospective candidate will be assigned to the Administration Department and required to facilitate internal and external communication throughout the organization on behalf of the Transport Board.

He/she must be self-motivated, highly dependable and efficient. Also, such a person will be required to work Monday to Friday, with minimum supervision.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Ensures that all registry files are properly maintained and controlled for reference
- Receives incoming telephone calls and queries and directs them to the relevant departments and personnel.
- Receives and directs visitors to relevant company personnel.
- Receives and dispatches incoming mail to the relevant individuals or departments.
- Facilitates the dispatch of outgoing correspondence.
- Orders and maintains adequate stationery supplies for the department.
- Assist the Secretary in the executive office with the collation and distribution of management documents on a monthly basis.
- Maintains registers for all incoming and outgoing mail.
- Performs any other related duties.

JOB SPECIFICATIONS:

- Five (5) CXC passes including English Language and one of the others below.
- Office Procedures or Office Administration; Electronic Document Preparation and Management.
- Computer literacy including word processing
- Establishes and maintains good working relationships with customers and the general public.

REMUNERATION

Remuneration will be in accordance with the Board's pay structure and policy in the Grade 4 scale. Applications along with Curriculum Vitae must be submitted no later than **4.30 p.m.** on **Friday, December 30, 2022** to:-

**The Human Resources Manager
Transport Board
'Weymouth'
Roebuck Street
ST. MICHAEL**

Emailed applications can be sent to: vacancy@transportboard.com

Unsuitable applicants will not be interviewed.