

**HOUSING AGENCY OF JAMAICA LIMITED
(HAJL)**

Invites applications for the following position

TEAM ADMINISTRATOR, INTERNAL AUDIT

Job Summary:

The Team Administrator under the directives of the Senior Manager, is responsible to perform a variety of administrative and clerical operations. The role is to provide high quality and efficient secretarial support as well as personal assistance and administrative support to the Senior Manager and team. The key focus of this role is to ensure the administrative processes that support the team are highly efficient, effective, and organized.

Key Responsibilities:

Administrative:

- Provides day-to-day operational and administrative support.
- Efficiently maintain the Senior Manager's and the Audit teamwork schedules.
- Prioritize and respond to incoming requests (written or technological).
 - ✓ Maintain a control and follow-up system to ensure timely responses (i.e., responding to information requests and drafting written responses to general enquires, and reviewing and proofreading documents to ensure accuracy).
 - ✓ Write and distribute email, correspondence memos, letters, and department forms etc.
- Assist in the preparation of regularly scheduled reports.
- Prepare and format documentation aligned with Microsoft Suite.
- Proofread and coordinate amendment/s of documentation.
- Generate, coordinate, and provide logistical services through a travel schedule for site visits, meetings, and events.
- Prepare a travel binder ahead of departure and prepare expense reports upon return.
- Develop and maintain an efficient filing system (manual and technological) which includes ensuring all information is properly stored and easily accessible within the units for future reference.
- Prepare Meeting Agendas and manage the associated event planning activities aligned with catered luncheons, committee meetings etc.
- Perform general administrative duties such as (but not limited to);
 - ✓ filing,
 - ✓ scanning,
 - ✓ photocopying,
 - ✓ transcribing, and distributing meeting minutes,
 - ✓ scheduling appointments with internal and external parties,
 - ✓ ordering supplies,
 - ✓ sorting and distributing correspondence
- Assists with the orientation and work review of summer employees etc.
- Keep abreast of trends and changes in Internal Audit standards and practices and assists with compliance with same.

Critical Competencies

- The ability to multitask, prioritize and work under pressure
- Excellent written and verbal communication skills
- Organized, flexible and a skillset to improvise
- Keen Research and the ability to manage deadlines

Required Knowledge, Skills and Competencies

Core:

- High level of professionalism and integrity
- Ability to work independently, build and maintain professional relationships
- Attributes: High level of initiative and drive; Elevated level of Confidentiality

Technical:

- Working knowledge of office equipment.
- Proficiency in Microsoft Office Suite (365), Microsoft Outlook, Adobe Acrobat etc.

Minimum Required Qualifications and Experience:

Education/Experience

- Associates Degree in Business Administration and/or Business Management.
- CPS and/or designated administrative certifications.
- Two (2) years' of administrative assistant experience.

Special Conditions:

- Working beyond the normal work hours assigned.
- Maybe required to work on weekends (where necessary).

Applications and resumes` should be sent to HRManager@hajl.gov.jm no later than **Monday, October 10, 2022**, addressed to:

Senior Manager,
Human Resources Management and Administration
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

HAJL thanks all applicants for their interest; however, only those short-listed for an interview will be contacted.