



Administrative Assistant

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Administrative Assistant**.

Responsibilities

Under the direction of the Director Policy & Strategic Planning, the **Administrative Assistant** is responsible for providing administrative support to the Policy & Strategic Planning Division. The incumbent performs the secretarial, administrative duties, information processing and data management functions as well as the telephone reception services in the department. Principal duties include:

- Managing calendars and arranging meetings and appointments on behalf of the Director of the Policy & Strategic Planning Division.
- Conducting research using a variety of sources including professional persons, the Internet, journals and publications, or other relevant literature.
- Collating research data and preparing documents for publication purposes.
- Handling all matters relating to the Division’s correspondence (orally and in writing), logging and following up with appropriate staff members or external persons/agencies to ensure timely responses.
- Supporting the timely preparation of divisional reports, budgets and all other reports prepared by the Division.
- Assisting in the planning/coordination of functions including seminars, workshops and SMA’s participation in public events such as exhibitions, including the preparation and compilation of material (written and otherwise) to be used at these events.

Requirements

- Diploma in Business Administration or equivalent.
- A high level of proficiency in Microsoft Word, Excel and PowerPoint.
- At least four (4) years’ experience in administration.

Applications must be submitted no later than June 7, 2024:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

.....Shaping Your Future With Wireless.....