



Administrative Clerk

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 Clerk**.

Responsibilities

The Administrative Clerk provides administrative support to the Corporate Services Division. The incumbent performs the purchasing, clerical, secretarial, administrative, information processing and data management functions as well as the telephone reception services in the department. Principal duties include:

- Prepares and types correspondences, business letters, reports or office memoranda in the division.
- Establishes, revises, updates and maintains filing systems for administration documents.
- Assists 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.
- Coordinates purchases and storages of stationery and other similar items.
- Issues supplies, records and manages the stock levels.
- Arranges local hotel accommodation for staff.

Requirements

- Diploma in Business Administration or related discipline.
- Knowledge of Microsoft Word, Excel and PowerPoint.
- Understanding of purchasing principles and practices.
- At least two (2) years' experience in a similar position.

Applications must be submitted no later than June 18, 2025:

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.....