



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 215

OSC Ref. C.6528¹³

17th June, 2025

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the **non-vacant** post of **Receptionist (Level 3)** in the **Maritime Authority of Jamaica**, salary range \$1,888,690 – \$2,540,078 per annum.

Job Purpose

Reporting directly to the Office Manager, the Receptionist plays a vital role in ensuring the smooth functioning of the Organization, by providing exceptional reception and administrative support. This role requires a proactive and customer-focused individual, who is adept at handling multiple tasks efficiently and professionally.

Key Responsibilities

- Greets all visitors warmly, and ascertains the nature of their visit;
- Responds to inquiries, providing information and assistance as required;
- Ensures all messages are accurately recorded and delivered promptly;
- Operates the telephone system efficiently, directing calls to the appropriate parties;
- Co-ordinate and schedules the use of conference rooms for meetings and events;
- Sorts, distributes and handles incoming and outgoing mail, appropriately;
- Maintains office supply inventory levels and re-orders supplies, as needed;
- Co-ordinates vendor inquiries, orders and deliveries, in a timely manner;
- Prepares reports and documents for management review, with accuracy and attention to detail;
- Enters data into various systems accurately and in a timely manner;
- Handles confidential information with discretion, and maintains confidentiality at all times;
- Utilizes office equipment, such as printers and copiers, effectively, and troubleshoots minor issues;
- Collaborates with other administrative staff to ensure seamless operations within the Authority;
- Upholds professional communication standards in all interactions, both verbal and written;
- Monitors office security measures and reports any concerns or incidents, promptly;
- Participates in training sessions to enhance skills and stay updated on organizational policies;
- Follows established procedures for handling emergencies and escalating issues, as needed;
- Maintains a neat and organized reception area, to create a positive first impression for visitors;
- Co-ordinates with building security, for access control and visitor management;
- Handles urgent situations calmly and effectively, to maintain office operations;
- Performs other related duties that may be assigned, from time to time.

Required Knowledge, Skills and Competencies

- Excellent command of the English Language and excellent reading skills
- Ability to plan and organize tasks and responsibilities
- Good oral and written communication skills
- Excellent interpersonal and teamwork skills
- Ability to work within a diverse environment, be courteous and offer excellent customer service
- Ability to maintain a professional appearance and demeanor, at all times
- Demonstrate proficiency in prioritizing tasks and managing time effectively
- Exhibit adaptability in handling unexpected situations or changes in the work environment
- Display a high level of attention to detail in all responsibilities
- Possess a strong commitment to upholding confidentiality and data security protocols
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- High School Diploma or equivalent;
- Additional certification in telephone techniques or customer service would be an asset;
- Two (2) years' experience in a similar role.

Applications, accompanied by résumés, should be submitted **no later than Monday, 30th June, 2025, to:**

**Human Resource Manager
Maritime Authority of Jamaica
2nd Floor, The Office Centre Building
12 Ocean Boulevard
Kingston**

Email: hr@jamaicaships.com

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**