



**HRM OPTIONS GROUP INTERNATIONAL**

*...Powering Your Business with the Right People!*

# JOB OPPORTUNITY KNOCKS!

## **FULL TIME ADMINISTRATIVE SPECIALIST (KINGSTON)**

### **Job Responsibility**

The Administrative Specialist is responsible for providing supervision to clerical and administrative staffs which includes managing the activities of the office.

**REQUIRED EDUCATION AND EXPERIENCE:** • Must have a BSc. in Business Administration or its equivalent. Recent graduate or have at least three years experience working as an Administrative Assistant or in an office management. Knowledge in Jamaican immigration required.

**SPECIALISED SKILLS AND ABILITIES:** • Ability to work with cross- cultural diversity, Strong negotiation skills, Ability to work in fast pace environment, Team and goal oriented, Excellent communication skills (oral & written), Computer Proficiency, Fluency in Spanish and Chinese will be considered an asset.



Send resumes to [jobs@hrmoptionsgroup.com](mailto:jobs@hrmoptionsgroup.com)