

KINGSTON AND ST. ANDREW MUNICIPAL CORPORATION

JOB VACANCY

Applications are invited from suitably qualified persons to fill the post of Market Clerk on a contractual basis – four (4) posts

Summary of Duties:

Under the general direction of the Kingston and St. Andrew Municipal Corporation, through the Director of Operations, the Market Clerk is responsible for the collection of market fees and proper record keeping.

List of Duties:

- Assisting the Market Manager in maintaining good public relations with all market clients
- Collecting market fees from vendors in an efficient manner and issuing receipts to vendors for same with particular emphasis on details such as:
 - Vendor's Name
 - Shop/Stall/Spot number
 - Week ending
 - Vendor's License number
 - Assessed Fee
 - Amount Paid
 - Balance
- Preparing daily accounts and reports
- Being accountable for cash received, handing over same to the Market Manager in a timely manner along with the Daily Return Report Form
- Performing any other duties that may be assigned by the Supervisor from time to time.

Required Qualification and Experience:

- A minimum of four (4) CXC subjects including mathematics and a numeric subject
- Certificate/Diploma in Business Management/Administration or Management Studies from a recognized tertiary institution
- At least two (2) years working experience in customer service or related field.

Required Knowledge and Abilities:

The incumbent should have:

- Knowledgeable of records management techniques
- Efficiency and accuracy in preparing statements and reports

The incumbent should:

- Be prepared to work under challenging circumstances
- Be proactive
- Exhibit fearlessness, firmness and flexibility
- Have a pleasant personality and should be highly motivated
- Be a team player and extremely flexible
- Possess excellent interpersonal skills
- Possess excellent written and oral skills
- Possess the ability to work on own initiative
- Be goal and detailed oriented

Working Hours: Working hours are a forty hour work week, with one day-off during the week.

Salary: \$600,370 to \$713,651 per annum

Kindly address applications to:

Chief Executive Officer,
Kingston and St. Andrew Municipal Corporation
24 Church Street
Kingston

Closing date: 18th June, 2021

Thank you for applying. However, please note that only short-listed candidates will be contacted.