

KINGSTON AND ST. ANDREW CORPORATION

JOB VACANCY

Applications are invited from suitably qualified persons to fill the following post at the Kingston and St. Andrew Corporation:-

RECEPTIONIST (OPS/TO1) – (Contract – 3 months)

Summary of Duties:

Serving visitors by greeting, welcoming, and directing them appropriately; notifying the Council's personnel of visitor arrival; providing information on the Council's service, programmes and projects, when requested; answering telephone in a polite manner, providing relevant information to callers and directing calls to the relevant Officers.

Qualifications and Experience

- Four (4) CXC subjects including English Language and a numeric subject.
- 4-6 weeks experience in a similar position would be an asset

Personal Attributes

The incumbent must maintain a pleasant personality and display a high level of professionalism in performing the duties of the Receptionist. S/he should demonstrate the following personal attributes:

- honesty and trustworthiness
- respect
- cultural awareness and sensitivity
- flexibility
- sound work ethics

Salary range: \$593,728 - \$705,756 per annum

Kindly address applications to:

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

Closing date: July 2, 2021

Please note that only short-listed candidates will be contacted.