



# VACANCY

**International Poultry Breeders (Jamaica) Limited**, a subsidiary of the Jamaica Broilers Group of Companies, located in Caentabert, St. Ann, invites applications for the position of:

## **Administrative Assistant**

The ideal candidate will be responsible for providing effective administrative support to International Poultry Breeders (Jamaica) Limited and should possess the following Education/Skills:

- A Diploma in Business Administration or equivalent qualification from a recognized tertiary institution;
- Working knowledge of Accounting procedures and practices;
- Basic knowledge of motor vehicle maintenance;
- Excellent customer service skills;
- Sound human relations and analytical skills;
- Competence in Microsoft Office Suite;
- Good oral and written communication skills;
- Sound administrative skills;
- Willing to work on contract and flexible to working on weekends if required;
- Minimum of three (3) years' experience in an administrative position.

Applications in writing outlining qualification and experience should be sent no later than **Thursday, February 28, 2019 to:**

**The Group Human Resources Manager**

Group Human Resources Department

Jamaica Broilers Group Limited

McCook's Pen, St. Catherine

**Email:** [grouphr@jabgl.com](mailto:grouphr@jabgl.com) or **Website:** [www.jamaicabroilersgroup.com](http://www.jamaicabroilersgroup.com)

**We thank you for your interest, however only short listed applicants will receive a response.**