The National Road Operating & Constructing Company invites applications for the position of:

Administrative/Accounts Clerk

The Administrative/Accounts Clerk provides support to the Corporate Services Manager in the procurement of goods and services, assists with the processing of invoices and maintains the filing system. The position is also responsible for the disbursement of cheques and acts as liaison between NROCC and its accounting personnel.

Main Duties & Responsibilities include:

- Assisting with sourcing of items for purchase; requests quotations from suppliers and prepares purchase orders.
- Liaising with suppliers on matters in relation to orders placed; processes invoices/payment requests for submission to accounting personnel for payment; follow-up to ensure timely payment.
- Disbursing cheques to payees in accordance with procedures.
- Maintaining inventory for office supplies; distributing supplies to staff and maintaining accurate records of items distributed.
- Supporting the Document Controller in relation to accounting records.
- Relieving the Secretary at designated periods and manages the telephone and reception area in his/her absence.
- Undertaking any other duties within the scope of the job that may be assigned.

Minimum Qualifications & Experience:

- Five CXC/GCE subjects at the general proficiency/ O'level including English Language and a numeracy subject.
- Proficiency in the use of Microsoft office suite.
- At least two years working experience.

Though not a requirement, possession of a Diploma in Accounting would be an asset.

Your application with a detailed resume should be sent no later than October 31, 2022 to:

Corporate Services Manager
National Road Operating & Constructing Company Ltd.
Development Bank of Jamaica Building
11a-15 Oxford Road, Kingston 5

Or emailed to: info@h2kjamaica.com.jm (Include 'Administrative/Accounts Clerk' in the subject line.)

NB: We thank all applicants for their interest, however only short-listed candidates will be contacted.