



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

Tel.: (876) 922-0200 **Fax:** (876) 967-1708

Email: clerk@japarliament.gov.jm

Website: <http://www.japarliament.gov.jm>

Office Attendant (LMO/TS 1) (Contractual)

Applications are invited from suitably qualified officers for the post of **Office Attendant (LMO/TS 1) (Contractual)**. The salary ranges from \$18,647- \$25,078 per week.

JOB PURPOSE

Under the direct supervision of the Facilities and Office Manager, the Attendant is responsible for maintaining the cleanliness of the Houses of Parliament's building and office spaces.

KEY RESPONSIBILITY AREAS

- Keeps the Chamber of Houses of Parliament and office areas clean and tidy as assigned;
 - Clean and disinfect the bathrooms in the morning and freshen in the afternoon;
 - Stock and supply bathrooms with tissue and other toiletries;
 - Cleans mirrors and sinks and empty the rubbish bins regularly;
 - Cleans office, equipment, furniture and walls;
- Performs any other related duties which may be assigned from time to time.

REQUIRED COMPETENCE

Good communication skills

Good interpersonal skills

Good integrity and ethics exercised in the performance of duties

Good initiatives, team work and corporation

Excellent compliance

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Attained Grade 9 Level Education

- At least two (2) years' working experience
- Training in Basic Customer Service would be an asset

Application accompanied by résumé should be submitted **no later than Thursday, July 4, 2024**
to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston
Email: clerk@japarliament.gov.jm

Please note that only short listed applicants will be contacted.