

## **CAREER OPPORTUNITY**

Applications are being invited from suitably qualified persons to fill the post of:

**Office Attendant (LMO/TS 2), Administration**

### **Job Summary**

Reporting to the Human Resource Manager the Office Attendant is responsible for providing high quality cleaning service, ensuring that the office environments are clean and pleasant to work in at all times.

### **Key Responsibilities**

- 1) General cleaning of the Administrative offices and attached facilities.
- 2) Ensures the office environment is clean at all times
- 3) Cleaning of lunch room at regular intervals
- 4) Prepares snacks and refreshment for staff, visitors and Board meetings.
- 5) Prepares and serves snacks at meetings in a timely manner
- 6) Maintains cleanliness of offices, office equipment and furniture and clean those as and when required.
- 7) Empties the dust bins, cleans windows, glass partitions and mirrors on a daily basis.
- 8) Waters flower and plants as needed
- 9) Clears tables of utensils, washes, dries and puts away in the appropriate places for future
- 10) Prepares the conference room for meetings
- 11) Monitors pantry supplies, first aid, toiletries and chemical stock
- 12) Maintains inventory of pantry supplies.
- 13) Notifies supervisor to replenish stock in a timely manner.
- 14) Ensures that the restrooms are clean and equipped with all the necessary toiletries.
- 15) Reports possible repairs plumbing leaks and broken equipment

Performs any other duties assigned by the Manager, Human Resources.

### **Required Skills/knowledge and Competencies**

- Good communication interpersonal skills
- Should be able to read and write
- A high degree of confidentiality.
- Ability to work as part of a team
- Good housekeeping skills
- Positive job attitude
- Time management skills.
- Ability to prioritize work and assignments effectively
- Impartially and integrity in all operations and conduct

### **Minimum Required Qualifications and Experience**

- Three (3) passes in GCE “O” Level, CXC or equivalent, including English Language and Mathematics
- Training in food preparation, customer service and housekeeping
- Two (2) to three (3) years’ experience in a similar position.
- Valid Food Handlers Permit

**We thank you for responding, but only shortlisted candidates will be contacted.**