



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



NATIONAL
COMPLIANCE &
REGULATORY
AUTHORITY

Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

Office Attendant (LEVEL 1)

Salary Range: \$1,181,428 – \$1,588,889 per annum

JOB SUMMARY

Under the general direction of the Administrative Services Officer, the **Office Attendant (Level 1)** is responsible for providing support services by maintaining the physical ambience of the Office and its environs, preparing refreshments and meeting room for meetings/seminars/workshops, maintenance of the pantry as well as to replenish stock as needed, and collection and distribution of mail/ correspondence/office supplies. Also provides hospitality services to staff members and visitors.

KEY RESPONSIBILITIES

- Prepares meeting rooms and replenish tea station stock as needed.
- Serves Directors, Team Leaders, Managers, stakeholders and visitors refreshments/lunch at meetings.
- Prepares and serves refreshments to staff members and visitors as requested.
- Collects and distributes mail/newspaper/correspondence/office supplies.
- Sanitizes high touch areas, as directed.
- Maintains the cleanliness of the Pantry and ensures that there are adequate stock of supplies.
- Washes and sanitizes utensils.
- Identifies and requests utensils and equipment for use in the Pantry and Meeting room.
- Prepares Stores Requisition for supplies for use in the Pantry and Meeting room.
- Ensures bottled water is available at all times for the water dispenser in the Pantry and that empty water bottles are returned to Stores.
- Makes photocopies of and shreds documents as requested.
- Responding to urgent situations, such as spills.
- Any other related duties assigned from time to time.

REQUIRED COMPETENCIES

- Good oral and written communication skills
- Ability to write basic incident/accident report
- Good interpersonal skills
- Working knowledge of office techniques and principles
- Working knowledge of food handling/serving/presentation
- Working knowledge of operating office equipment
- Ability to serve with courtesy

- Willingness to follow instructions
- Demonstrated integrity
- Ability to work in teams and exhibits co-operation
- Demonstrate ability to reason

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- School Leaving Certificate (High School)
- NCTVET Certification or HEART/Trust/NSTA certification in Housekeeping would be an asset
- Current Food Handler's Permit
- One (1) year of work experience in a similar capacity

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Occasional extended work hours
- Ability to lift heavy items (at least 40kg)
- Activities are conducted outdoors and the incumbent will be exposed to all kinds of weather conditions

Applications must be submitted no later than **February 6, 2026** by email to:
humanresource@ncra.org.jm

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.