



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

SENIOR DEPARTMENTAL ATTENDANT CAMP ROAD, JAMAICA

Applications are invited for the post of **Senior Departmental Attendant** in The UWI Global Campus, Camp Road, Jamaica site. The **Senior Departmental Attendant** will ensure adequate preparation of designated areas in the department and provide other support services.

Qualifications/Experience

- School Leavers Certificate.
- At least five (5) years relevant work experience.

Key Competencies/Skills

- Good communication skills.
- Ability to function in highly interactive and diverse customer-focused environment.

Job Responsibilities

- Maintain and distribute stocks of domestic supplies, ensuring proper and up to date records are kept and initiating requests for replacements.
- Clean all offices and reception area.
- Clean pantry/kitchen area, fixtures and fittings, equipment, utensils and refrigerator containing food and beverages.
- Clean restrooms, classrooms, library, tutors' lounge, computer labs and all inside areas of the Site.
- Open and close offices.
- Arrange areas for meetings, workshops and seminars.
- Serve refreshments at meetings, seminars, etc.

- Duplicate/photocopy and collate departmental material as required.
- Monitor duties assigned to attendants on special occasions.
- Answers telephone as requested.
- Undertake any other related duties that may be assigned by the Head of Site or designated person.

**Applications should be made via
The UWI Global Campus, Online Application Form:
<https://www.global.uwi.edu/hrd/forms-documents>**

OR

**By submission of hard copies of The UWI Global Campus Application Form and
Curriculum Vitae to the Jamaica, Camp Road Site.**

CLOSING DATE FOR RECEIPT OF APPLICATIONS – Until Further Notice

We thank all interested applicants; however, only shortlisted candidates will be contacted.