



The Students' Loan Bureau (SLB) invites applications from suitably qualified persons for the following position:

Administrative Assistant (Level 3)

The incumbent is accountable to the Divisional Head assigned for the effective and efficient administrative support to the Division assigned in order that SLB achieves its Mission, Vision and Major Targets in a sustainable manner.

Planning

1. Contribute to the development of the assigned division's annual strategic planning process, resulting in the division's cascaded strategic plan and balanced scorecard.
2. Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and balanced scorecard.
3. Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Execution

1. Provide administrative support to the Director of the assigned division in organizing workflow through scheduling, making necessary arrangements for meetings, visits and providing necessary follow-up procedures/activities, ensuring efficient workflow.
2. Respond to incoming correspondence and arranges in priority action for the Director of the assigned division, ensuring timely and appropriate response.
3. Maintain an up-to-date diary and schedule of events, ensuring the Director of the assigned division is informed of upcoming events and meetings.
4. Screen in-coming telephone calls to the Director of the assigned division and handles the matters arising from those calls as appropriate, ensuring the Director is only contacted for matters that require their attention.
5. Perform administrative duties including the preparation of correspondence, presentations, contracts, departmental documents/reports, filing and securing of sensitive documents, ensuring accuracy and confidentiality.
6. Attend meetings, as required, and records proceedings for the preparation and circulation of minutes, ensuring accurate and timely minutes.
7. Maintain an appropriate records management system that safeguards and ensures confidentiality in the Divisional office, ensuring confidentiality of sensitive information.
8. Assess reports/complaints and prioritizes for the Director of the assigned division's response, ensuring timely and appropriate response.

9. Follow-up on delegated tasks by the Director of the assigned division, ensuring progress to deadlines and timely completion of tasks.
10. Research information and prepare the resulting background data for the Director of the assigned division's analysis and decision, ensuring relevant and accurate data is provided.
11. Receive, open and sort the Director of the assigned division's mail, ensuring the Director is aware of all incoming correspondence.

Monitoring and Reporting

12. Contribute to the preparation of the assigned division's monthly performance report in the Balanced Scorecard format, then attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

Qualifications and Experience

- ✓ Associate Degree in Administrative Management or equivalent; Certified Administration Profession.
- ✓ One (1) year in a similar position.

Specific Knowledge

- ✓ Excellent knowledge of Office Practices and Procedures
- ✓ Excellent Typing/Word Processing skills
- ✓ Excellent Shorthand /note taking skills
- ✓ In-depth knowledge of Document and Records management processes and procedures

Remuneration Package

- Basic Salary \$1,711,060.00 - \$2,301,185.00

Applications along with résumés should be forwarded **no later than Friday, March 20, 2026** to:

**Manager, Human Resource & Administration Department
Students' Loan Bureau
86 Hope Road
Kingston 6**

E-mail: careers@slbj.com

We thank all applicants for their expressions of interest, however, only shortlisted candidates will be contacted.