



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

Administrative Officer (Level 5)

The Administrative Officer provides administrative support to the Executive Office as directed by the Executive Director through managing correspondence, schedules, records, meetings, reports preparation and follow-up on instructions and information.

Execution

1. Provide administrative support to the Executive Director in organizing workflow through scheduling, making necessary arrangements for meetings and visits, and providing the required follow-up activities.
2. Respond to incoming correspondence and arrange priority actions for the Executive Director.
3. Maintain an up-to-date diary and schedule of events.
4. Manage incoming telephone calls to the Executive Director and handle matters arising from those calls, as appropriate.
5. Perform administrative duties including the preparation of correspondence, presentations, contracts, documents and reports, as well as filing and securing sensitive documents.
6. Attend meetings, as required, and record proceedings for the preparation and circulation of minutes.
7. Prepare minutes and action items for all meetings and disseminate to the appropriate persons.
8. Liaise with and provide assistance to Board Members, as deemed necessary.
9. Maintain an appropriate records management system that safeguards and ensures confidentiality in the Executive Office.
10. Assess reports and complaints and prioritize them for the Executive Director's response.
11. Organize follow-up activities on delegated tasks, correspondence, and scheduled assignments to support achievement of deadlines and smooth operations within the Executive Office.
12. Follow up on tasks delegated by the Executive Director to ensure progress toward deadlines.
13. Research information and prepare background data for the Executive Director's analysis and decision-making.
14. Receive, vet and disseminate mails the Executive Director's mail.
15. Keep abreast of administrative management trends and best practices and recommend their application where appropriate to improve productivity and achieve organizational objectives.
16. Perform other related assignments from time to time to assist with the smooth workflow of the Executive Office and the operations of the Bureau.

Qualifications and Experience

- ✓ Bachelor's Degree in Business Administration, Management Studies or a related course of study.
- ✓ Certification as an Administrative Professional or Secretary from a recognized institution.
- ✓ At least five (5) years' experience providing administrative support to a senior executive in a financial institution.

Specific Knowledge

- ✓ Knowledge of modern administrative and office trends, principles, practices, and procedures.
- ✓ Knowledge of Government of Jamaica guidelines and regulations.
- ✓ Knowledge of the Bureau's policies, regulations, and practices.
- ✓ Demonstrated ability to interface with and maintain effective relationships with all levels of staff and with various functions and departments.
- ✓ Excellent oral and written communication skills, including presentation and document preparation skills.
- ✓ Ability to identify critical information and patterns from available data.
- ✓ Proficiency in the use of modern office equipment and computer applications, including Microsoft Word, Excel, and PowerPoint.
- ✓ Strong attention to detail with a logical and methodical approach to problem solving.
- ✓ Excellent research, analytical, planning, and organizing skills.
- ✓ Ability to plan and schedule the work of others and to demonstrate a high level of confidentiality and integrity.

Remuneration Package

- Basic Salary \$2,803,771.00 - \$3,770,761.00

Applications along with résumés should be forwarded **no later than Sunday, May 31, 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.