



The CHASE Fund is an agency of the Government of Jamaica providing funding support to projects in Culture, Health, Arts and Early Childhood Education.

The Fund invites applications to fill the position of:

RECEPTIONIST/ TELEPHONE OPERATOR

The Receptionist/Telephone Operator, is the first point of contact for the CHASE Fund. He/She manages the company's front desk and performs a variety of administrative and clerical tasks.

DUTIES AND RESPONSIBILITIES OF THE JOB:

- Records and distributes incoming mails (hard copy and electronic) such as proposals for funding, queries from the general public.
- Provides basic and accurate information in-person and via phone/email.
- Maintains contact with internal staff to disseminate and exchange information.
- Establishes and maintains and updates internal telephone contact records and other information as needed to support and document office activities.
- May perform incidental clerical tasks such as confirming meetings and appointments, screening calls/visitors and arranging the delivery of meeting documents.

JOB QUALIFICATIONS AND REQUIREMENTS:

- Diploma in Business Administration or equivalent qualification and experience
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise

Applications must be submitted no later than **April 14, 2022** to:
Culture, Health, Arts, Sports & Education Fund (CHASE)
8 Belmont Road, Kingston 5
or send to

chase12@cwjamaica.com

Please specify **RESUME: RECEPTIONIST/ TELEPHONE OPERATOR**
in the subject line.

We appreciate your interest in this advertisement; unfortunately, only short-listed candidates will be contacted.