

AMATEUR SWIMMING ASSOCIATION OF JAMAICA

Job Vacancy

Office Administrator

The **Amateur Swimming Association** seeks to identify a dynamic individual to fill the position of **Office Administrator**, within the Association.

Reporting to the Honorary Secretary, the ideal candidate should:

- Be Mature, Creative, Energetic and have excellent people skills.

The position will be a challenging one, and the candidate must be extremely organized.

The Individual filling this role will be expected to:

- I. Design, establish or maintain an organized system of administrative, records and procedures.
- II. Administer the Association's Secretariat operations.
- III. Effectively interact with those Organizations and agents who provide support and services to the Association.

Ideally the candidate will possess;

- Professional Qualifications in Secretarial or Office Administration.
- At least 2 years experience in an administrative capacity, and
- A strong affinity for sports, and sports administration.
- Excellent computer skills.

If you believe that you possess the necessary drive and skills for this position, then we invite you to submit your Resume by January 2, 2004 to:

Office Administrator

C/O The Honorary Secretary
Amateur Swimming Association of Jamaica
P.O. Box 15,
Kingston

Or email us at asaj@cwjamaica.com or asaj@swimjamaica.com