



Edna Manley College
of the Visual and Performing Arts

(A Tertiary Education Institution)

Applications are invited from suitably qualified and experienced persons to fill the following post:

Senior Secretary (OPS/ SS3) – School of Drama

The incumbent is responsible for providing administrative and secretarial duties for the School of Drama in accordance with established office standards and procedures.

Minimum Qualifications & Knowledge Skills

- Diploma/Certificate in Secretarial Studies
- Three (3) CXC/GCE subjects including English Language
- Five (5) years' secretarial/junior administration experience.
- Ability to research and 'mine' for information/data
- Strong creative skills
- Ability to work on own initiative and must be flexible
- Highly professional with very strong work ethics
- Highly confidential and must be tactful
- Excellent 'people'/interpersonal, human relations and communication skills;
- Good planning, time management, organizational, and innovative skills
- Highly competent and knowledgeable of Computer Applications e.g., Excel, MS Word, , any other graphic programme

SALARY

Basic Salary: \$1,711,060.00 per annum, payable monthly.

Applications, inclusive of a detailed resumé, should be sent no later than **May 29, 2026** to: -

Edna Manley College of the Visual and Performing Arts
1 Arthur Wint Drive
Kingston 5

Email: recruitment@emc.edu.jm

Duties and Responsibilities

- Provide comprehensive secretarial and administrative support to the School, ensuring efficient day to day office operations.
- Manage correspondence, appointments, meeting coordination, agendas, minutes, and follow-up actions.
- Coordinate administrative arrangements for productions, events, rentals, and special programmes.
- Oversee studio bookings, client payments, invoicing, and related financial documentation.
- Support Box Office operations for in house productions, including customer service and ticket administration.
- Prepare reports, records, contracts, notices, and other administrative documentation as required.
- Liaise with internal departments, students, clients, and external stakeholders to facilitate smooth operations.
- Maintain confidentiality, organize office resources, and perform other related administrative duties as assigned.

NB: We appreciate all responses; however only short-listed persons will be contacted.