

SJE Consultants Ltd is a forward-thinking and dynamic Infrastructure Engineering Consultancy Firm based in Kingston, Jamaica. We are a team of strategic thinkers committed to the continuous development of our professionals. We foster a culture of open communication and collaboration, and our reputation reflects a strong commitment to accuracy, technical expertise, and exceptional client service.

We are seeking to hire an Administrative & Data Support Officer to provide essential support across scheduling, data organization, and office logistics.

Administrative & Data Support Officer

JOB SUMMARY:

Ensure smooth administrative operations and effective data management to support departmental efficiency and proposal development.

ESSENTIAL DUTIES:

- Manage scheduling, mail, and office logistics.
- Maintain shared drives and data repositories.
- Organize and retrieve departmental data efficiently.
- Provide administrative support for meetings and documentation.
- Assist with proposal preparation and knowledge management.
- Support internal communications and task coordination.

JUDGMENT AND INITIATIVE:

Requires attention to detail, organizational skills, and initiative in managing administrative tasks and data systems.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration or related field.
- Minimum of 2 years' experience in administrative or data support roles.
- Proficiency in Microsoft Office and data management tools.
- Strong organizational and communication skills.

PERFORMANCE STANDARDS:

- Efficiency in administrative task completion.
- Accuracy of data organization and retrieval.
- Internal stakeholder satisfaction.
- Support provided for proposal development.

OTHER:

Perform other work-related duties as assigned.

PHYSICAL DEMANDS:

Typical office environment. Reasonable accommodation may be made for individuals with disabilities.