



PRIVATE SECURITY REGULATION AUTHORITY

The Private Security Regulation Authority, a department of the Ministry of National Security, is seeking to engage the services of the following posts on a **ONE** year **CONTRACT** for its **Montego Bay Regional Office**.

4.

RECEPTIONIST (LEVEL 2)

Salary - \$618,342.00 – \$735,015.00 p.a.

Summary of Duties

Under the general supervision of the Human Resource/Industrial Relations Manager, the incumbent is responsible for receiving clients and the public generally, thereby serving as Customer Service Representative for the Authority.

Qualification and Experience

1. Four (4) G.C.E. O'Level /CXC subjects with English Language
2. Acquired and practical telephone operating skills
3. Certificate in Customer Service
4. At least one year's experience in a similar position

Specific Knowledge and Competencies Required

- Good interpersonal skills
- Effectively communicate with employees and the public
- Excellent Customer Service skills
- Conflict Resolution Skills
- Good command of English Language
- Team player with ability to work on own initiative
- High level of integrity and sound character

Private Security Regulation Authority
12 Ocean Boulevard (6th Floor), Kingston
applications@psra.gov.jm.

Only shortlisted applicants will be contacted.