



INTERNAL VACANCY ANNOUNCEMENT

Suitably qualified persons are invited to apply for the position of **ADMINISTRATIVE ASSISTANT** within the Public Communications Unit.

ROLE

Responsible for providing administrative support, including but not limited to, the business communication and clerical functions of the office to which are assigned, such as scheduling appointments, making and receiving telephone calls, receiving correspondence, receiving visitors, typing and filing documents.

REQUIRED QUALIFICATIONS

- Five or more CXC Subjects, including English and Mathematics, and two (2) years' experience working in an administrative capacity in an office environment.

AND

- Candidate should possess a solid foundation in Communications or Marketing, along with demonstrated proficiency in Adobe Creative Suite and CorelDRAW

SPECIALISED TECHNIQUES/SKILLS

- Sound administrative skills.
- Skills in operating a DSLR camera and have a strong working knowledge of current social media platforms, tools, and emerging trends.
- A disciplined, systematic and methodical approach to carrying out each task.
- Ability to establish and maintain an organized work environment.
- Ability to communicate effectively at all levels, both orally and in writing.
- Ability to work on own initiative with a minimum of supervision.
- Proficient in the use of Microsoft Office suite
- Proficient in the use of Adobe Creative Suite, Corel Draw, and Canva.

WORKING HOURS

- Monday to Thursday 8:00 a.m. – 4:30 p.m.
- Friday 8:00 a.m. – 3:30 p.m.

(May be required to work outside of these days/hours when necessary to meet deadlines or when urgent and unexpected issues so demand).

Application deadline is **Wednesday, March 25, 2026.**

Please send Applications and CV to the Human Resources Manager via email hrm@gcaa-gy.org; vacancy@gcaa-gy.org

The code **ADMINISTRATIVE ASSISTANT** must appear in the subject line of the email.

NB: Only shortlisted applicants will be notified.