



HILL SIDE HOTEL

SENIOR EXECUTIVE ADMINISTRATIVE ASSISTANT

Full Job Description

Job Number: 22074553

Job Category: Administrative

Location: Hill Side Hotel, Sunset Blvd,
Montego Bay, St. James

Schedule: Full-Time

Position Type: Non-Management

Direct Supervisor: Executive Director

Salary: JMD\$2,153,000 - \$3,000,000 per annum plus applicable allowances

JOB DESCRIPTION

We are looking for a diligent Senior Executive Administrative Assistant to support management with daily administrative duties. The responsibilities of the Senior Executive Administrative Assistant include planning meetings and organizing calendars.

To be successful as a Senior Executive Administrative Assistant, you should have excellent organizational skills, be proactive, and possess a professional demeanour. Ultimately, a top-notch Senior Executive Administrative Assistant should be equipped with experience, able to tackle any task given to them in a timely fashion and communicate effectively.

Hill Side Hotel is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability or any other basis covered under applicable law.

JOB SPECIFICATION

- Coordinating calendars.
- Scheduling appointments and events.
- Acting as a liaison.
- Preparing reports and updating internal databases.
- Managing travel arrangements and reservations.
- Managing phone calls and emails.
- Distributing internal communication.
- Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings as well.
- Recommends actions to be taken on office expenditures such as equipment and supply needs. May assist in preparation of office budget.

JOB QUALIFICATIONS Knowledge, and Skills

- Previous experience as an assistant would be an asset
- Strong knowledge of office procedures.
- Strong knowledge of Microsoft Office Suite
- Knowledge of employee policies and procedures.
- Strong interpersonal skills.
- Solid knowledge of office management systems.
- Must be discrete and maintain confidentiality.
- Outstanding organizational skills.
- Be proactive.
- Knowledge of Budget preparation

Physical Requirements

None

Hours

Mon-Fri 9am-5pm

Education

Education typically acquired through completion of Tertiary Level Education: BSc. In Business Management or a Diploma in Business Management Supervision level 3- and three-years' experience in the field.



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Middle

Last

First

Address:

Zip

Street

(Apt)

City/State

Alternate Address:

Zip

Street

City/State

Contact Information:

_____ (_____) _____ (_____) _____

Home Telephone

Mobile Telephone

Email

How did you learn about our company?

POSITION SOUGHT: _____

Available Start Date: _____

Desired Pay Range: _____

Are you currently employed? _____

Hourly or Salary

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training,			



Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

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Dates Employed	Company Name	Location	Role/Title
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