

Job Title: Unit Manager

Company: JamaFo Jamaican Food Brands LTD

Location: St. Ann, Jamaica

Job Type: Full Time

Job Description:

The Unit Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Unit Manager is responsible for , but not limited to, developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision, and task delegation.

The successful unit manager is an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting a unit of diverse people.

Unit Manager Job Responsibilities:

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing, and approving supply requisitions, and assigning and monitoring clerical functions.
- Maintains office efficiency by planning and implementing unit and office systems, layouts, and equipment procurement.
- Designs and implements unit policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees, following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.

Qualifications / Skills:

- Supply management
- Informing others
- Tracking budget expenses
- Delegation
- Staffing
- Managing processes
- Supervision
- Developing standards
- Promoting process improvement
- Inventory control
- Reporting skills

Education, Experience, and Licensing Requirements:

- Tertiary / High school diploma, GED, or equivalent
- Two to three years' experience in an office setting
- Proficient with office software

To apply, please submit your resume, cover letter, and any relevant portfolio to www.jamafo.com/employment