

## Senior Secretary (OPS/ 553)



### Seller Info

Name: Marketplace Jamaica  
Company: Marketplace Jamaica  
Name:

### Listing details

Reference Number: MP113949

#### Common

Job Title: Senior Secretary (OPS/ 553)  
Job Type: Full Time  
Vacancy Details URL: <https://emc.edu.jm/career-details/senior-secretary-school-of-drama/>  
Job Description:  
Edna Manley College of the Visual and Performing Arts

#### OPEN POSITIONS

Senior Secretary (OPS/ 553)

Applications, inclusive of a detailed resume, should be sent no later than May 29, 2026.

Email: [recruitment@emc.edu.jm](mailto:recruitment@emc.edu.jm)

Visit our website: [emc.edu.jm/careers/](http://emc.edu.jm/careers/)

Edna Manley College of the Visual and Performing Arts,  
1 Arthur Wint Drive, Kingston 5

#### Location

Parish: Kingston & St Andrew  
City/Town: Kingston

