Ministry of Labour & Social Security

"Providing Opportunities, Stability & Social Protection"

EMPLOYMENT AGENCIES UNIT

Approved Agencies for Local Job Placement

NOVEMBER 2026

Ministry of Labour & Social Security

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Prescribed Fees:

- **Registration Fee:**
  Maximum of $2,500 JMD, Valid for one Year (non-refundable)
- **Placement Fee:**
  Maximum of one-third (1/3) of applicant's first week's pay (payable once upon placement).

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Approved Agencies for Local Job Placement

Advance Rental & Employment Agency

Operated by: Dionne Alexander
26 Eastwood Park Road, Kingston 10
Tel: 876-906-0384
Email: advanceemploymentja@gmail.com

Baby Sitters on Call Childcare Services

Operated by: Rebecca Marshall
33 Tarrant Drive, Kingston 10
Tel: 876-456-2412

Alie's Compassionate Health Care Staffing & More

Operated by: Alicia Williams
Suite #42, 30 Dominica Drive, New Kingston, Kingston 5
Tel: 876-374-9901

Eclipse Personnel & Management Services Limited

Operated by: Audrey Bailey
19 Balmoral Avenue, Kingston
Tel: 876-929-2417, 876-960-428
Email: eclipsepersonnel@gmail.com

Alphanso Agency Limited

Operated by: Antoinette Osbourne
30A Constant Spring Road, Kingston, 10, St. Andrew
Tel: 876-667-7194, 876-285-8062

Glee Fantastique Travel Agency

Operated by: Kerry-Lue McIntyre
Shop #6, White Swan Plaza, Negril, Westmoreland
Tel: 876-471-5197
Email: recruit@gleefantastiquetravelagency.com

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Approved Agencies for Local Job Placement (Cont'd)

Hire Hub Ja Limited

Operated by: Jahnae Crooks
Shop #9, Iconic Plaza, Catherine Hall, St. James
Tel: 876-408-7080
Email: info@hirehubja.com

JACE Management Consultants Limited

Operated by: Jennifer Headlam
18 Phoenix Avenue, Kingston 10, St. Andrew
Tel: 876-754-5223, 876-754-5200, 876-754-2311

Innovative Employment & Training Services

Operated by: Maureen Rhiney
14 St. James Street, Montego Bay, St. James
Tel: 876-971-4012, 876-350-3544
Email: ietsjamaica@gmail.com

Progressive Employment Agency

Operated by: Dothlyn Grant
28 Red Hills Road, Kingston 10, St. Andrew
Tel: 876-374-8904, 876-337-1305
Email: grantdothlyn@gmail.com

Island HR Solutions Limited

Operated by: Mia Creary Crooks
Shop #9, Iconic Plaza, Catherine Hall, St. James
Tel: 876-443-5954
Email: info@islandhrsolutions.com

Theoi Doxa Opportunity and More

Operated by: Simone Weise
Culloden Square, White House, Westmoreland
Tel: 876-396-8165, 876-328-2510
Email: theio.doxa@gmail.com

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Approved Agencies for Local Job Placement (Cont'd)

Trailes Hospitality Training, Events & Consultancy Services

Operated by: Ricordo Traile
14 Trelawny Street, Falmouth, Trelawny
Tel: 876-810-3846

Y & S Unique Employment Agency

Operated by: Yacheal Smith
53-55 Church Street, Kingston
Tel: 876-317-2721

Upgrade Recruiting Agency

Operated by: Britney Roberts
Shop F 14A Central Dealers Mall, Mandeville, Manchester
Tel: 876-421-3751, 876-421-8556
Email: admin@upgraderecruitingagency.com

Winov Employment Agency & More

Operated by: Winnifred Moore
81A Molynes Road, Kingston 10, St. Andrew
Tel: 876-336-6997
Email: winnedwaynestacey@yahoo.com

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Applications Submitted For Processing of Licence

Ceac Outsourcing Company Limited

Operated by: Christopher Burgess
20 Windsor Avenue, Kingston 5
Tel: 876-927-8324, 876-946-2210

Skills Acquisition Services

Operated by: Mahalia Campbell-Myers
22B Old Hope Road, Kingston 5,
St. Andrew
Tel: 876-883-4142

Creative Staffing Agency

Operated by: Jacqueline Tummings
6 Strand Street, Montego Bay,
St. James
Tel: 876-530-2468, 876-690-5455
Email: info@creative-staffings.com

Universal Placement Services

Operated by: Latoya Cassanova-Jones
20 Slipe Road, Kingston 5
Tel: 876-920-0445

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EMPLOYMENT AGENCIES UNIT

"Regulating Operators... Protecting Job Seekers"

For further information and updates, visit:

Ministry of Labour & Social Security

Employment Agencies Unit,

1F North Street, Kingston

Tel: 876-676-5806, 876-676-5748

WhatsApp Hotline Tel: 876-553-5457

Email Address: employmentagencyunitja@mlss.gov.jm

Website: www.mlss.gov.jm/departments/mployment-agency-unit/

This list is subject to change on a monthly basis.

This list was last revised in November and is valid until : November 30, 2026