



NORTH-EAST REGIONAL HEALTH AUTHORITY

RECORDS OFFICER 1 (PIDG/RIM 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and operation of public health services within the parishes of St. Ann, St. Mary, and Portland is seeking a dynamic, proactive and experienced individual to fill the position of **Records Officer 1** at the **Port Antonio and Port Maria Hospitals**.

Reporting to the Chief Medical Technologist, the ideal candidate must meet the following minimum:

Qualifications:

- Minimum five (5) subjects at CXC/GCE O' Level inclusive of English Language and Mathematics.
- Certificate / Diploma in Business Administration or equivalent would be an asset
- A minimum of two (2) years' working experience in administration would be an asset.

Required Skills and Specialized Techniques:

- Ability to communicate effectively both verbally and written
- PC operating skills with excellent working knowledge of Microsoft Office Suite
- Good time management skills
- Good customer service skills
- Excellent interpersonal skills

Key Responsibilities will include (but not limited to):

- Processing patients at reception for Phlebotomy
- Record patient's information manually and electronically
- File and dispatch laboratory reports
- Assist in the preparation and submission of monthly statistics
- Monitor and log refrigerator temperature

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,711,060 – 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Friday, 2023 May 03** to:

**The Director,
Human Resource Management & Development
North-East Regional Health Authority
34-38 Ocean Village Shopping Centre, Ocho Rios
St. Ann E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS
WILL BE ACKNOWLEDGED.**