



## **NORTH-EAST REGIONAL HEALTH AUTHORITY**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Regional Office**:

### **OFFICE ATTENDANT (LMO/TS 1)**

#### **Summary**

Reporting to the Maintenance Systems Coordinator at the Regional Facilities, Operations and Maintenance Unit, the incumbent will be responsible for the cleaning of the office and preparing and serving of refreshments.

#### **Qualifications & Experience:**

- Secondary School Certificate or equivalent qualifications; **plus**
- A minimum of four (4) years' working experience within a similar position.

#### **Specific Knowledge Required:**

- Inter-personal skills.
- Oral and written communication skills.

#### **Key responsibilities will include but are not limited to:**

- Wash crockery and utensils, and clean & tidy the lunch room/kitchen.
- Tidy the office on a daily basis.
- Ensure that crockery, cutlery and kitchen utensils are secured at the end of the day.
- Dispose of garbage on a daily basis.
- Perform miscellaneous duties as directed by supervisor from time to time, to include distributing mail, photocopying documents etc.

#### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale (LMO/TS 1): \$ 508,612 – 575,484 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07** 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](mailto:jobs@nerha.gov.jm) or Fax: (876) 795–2747**

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