



## **NORTH-EAST REGIONAL HEALTH AUTHORITY ADMINISTRATIVE ASSISTANT (GMG/AM 3)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & 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 positions of **Administrative Assistant** at the **Regional Office**.

### **Summary**

Under limited supervision, provides day to day co-ordination and administrative support to the Regional Office and acts as a liaison between the Department and other senior management personnel and external parties.

### **Minimum Required Qualification and Experience:**

Associate Degree in Business Administration/Business Studies from an accredited institution with three (3) years' experience in the administrative field or related environment.

**Or**

Diploma in Administrative Management; plus, four (4) years' experience in the administrative field or related environment.

### **Specific Knowledge, Skills & Abilities:**

- Good inter-personal skills.
- Good communication skills.
- Good use of initiative
- Good at managing external relationships
- Excellent use of integrity
- Excellent planning and organizing skills
- Good time management skills.
- PC operating skills (spreadsheets, word processing, HRMIS or other data base applications).

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

- Serves as a primary point of direct administrative contact and liaison with other offices, individuals and external institutions and agencies on a range of specified issues.
- Organizes and facilitates meetings and other events as required.
- Manages and directs telephone and e-mail communications to facilitate the most appropriate responses and actions.
- Provides accurate and reliable information to enquiries.
- Performs research analysis on specific issues as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
- Sorts and distributes incoming and outgoing correspondence and prepares or facilitates timely responses as required.
- Establishes, maintains and updates files, personnel database and records and facilitates the retrieval of information.
- Attends necessary meetings and performs the function of recording secretary.
- Maintains the calendar for the Director.
- Secures confidential documents, directs them to the appropriate persons and that strict confidentiality is maintained in the execution of duties.

Applications along with detailed resume should be submitted no later than **Friday, 2022 September 30 to:**

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

Salary Scale: \$ 1,229,060 – 1,460,966 per annum along with any other allowance(s) attached to the post.

**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.**