



**Southern Regional Health Authority
PERCY JUNOR HOSPITAL**



Compassion | Accountability | Respect | Efficiency

Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at **PERCY JUNOR HOSPITAL**:

ADMINISTRATIVE ASSISTANT (GMG/AM 2)-VACANT

(salary range \$1,711,060 - 2,301,186 per annum and any allowance (s) attached to the post)

Job Summary

Responsible for providing administrative and secretarial support to the Chief Executive Officer in the general co-ordination of all aspects of the delivery of health care within the hospital.

Qualifications and Experience:

- Diploma in Business Administration/Certificate in Administrative Management
- (MIND) Levels 1 -3 or equivalent
- A minimum of three (3) years' working experience as an Administrative Assistant to a Senior Manager.

Specific Knowledge and Skills Required:

- Ability to communicate effectively both orally and in written format with persons at all levels
- Ability to use Microsoft applications (Word, Excel and PowerPoint)
- Excellent inter-personal skills
- Excellent time management, planning and organizing abilities
- Ability to work under pressure

Key Responsibilities will include:

- Provides assistance to the Chief Executive Officer in co-ordinating/monitoring the delivery of health care within the Region. Liaise with Senior Managers accordingly.
- Provides administrative support to the Chief Executive Officer. This includes:
 - Collecting/collating data
 - Assisting in compiling reports
 - Handling correspondence
 - Maintaining an appointment diary
- Ensures office keys are securely stored.
- Requests petty cash to purchase emergency and urgent items for the Administration Department.
- Manages the booking of the Conference Room and ensure it is well maintained.
- Establishes a centralized information data-base for the hospital. Monitors and updates accordingly.
- Maintains a complaints file. Liaises with the Patients Affairs Officer and Senior Customer Care Officer in respect of follow-up action.
- Assists with monitoring a variety of long and short-term projects/programmes within the Region. Liaises with unit heads accordingly

Applications along with resume should be sent no later than Friday **MAY 24, 2024** to:

**Assistant Human Resource Officer
Percy Junor Hospital
Spalding P.O.,
Clarendon**

E-Mail - junorpercy60@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED