



CORNWALL REGIONAL HOSPITAL

VACANCY



Applications are invited from suitably qualified persons for the position of:

SENIOR SECRETARY (OPS/SS 2)

Salary Scale: \$ 1,439,455.00 - \$ 1,935,907.00 per annum

The Cornwall Regional Hospital, under the Western Regional Health Authority, requires the services of a **Senior Secretary (OPS/SS 2)** for the above location. Reporting to the Director 2, the successful candidate will perform the following:

CORE RESPONSIBILITIES

- ✚ Prepare letters, memorandums and other documents
- ✚ Record incoming & outgoing correspondence according to established procedures
- ✚ Dispatch outgoing correspondence
- ✚ Schedule meetings, record and compile minutes
- ✚ Screen all incoming telephone calls
- ✚ Any other relevant duties assigned

QUALIFICATION & EXPERIENCE

- ✚ Certificate in Secretarial/Administrative Studies from an accredited institution
- ✚ Four (4) CXC/GCE subjects including Mathematics/Principles of Accounts and English Language
- ✚ One (1) year of experience in a related field

SKILLS/COMPETENCIES

- ✚ Excellent oral and written communication skills
- ✚ Excellent organization skills
- ✚ Excellent interpersonal skills
- ✚ Excellent knowledge of office protocol
- ✚ Excellent knowledge of relevant computer applications and systems

Applications along with a detailed résumé should be sent no later than **MAY 8, 2026** to:

Manager, Human Resource Management and Development

Cornwall Regional Hospital

P.O. Box 900

Mt. Salem

Montego Bay, St. James

Email: crhjobs@wrha.gov.jm

NB: ONLY SHORTLISTED APPLICATIONS WILL BE ACKNOWLEDGED