



**WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES**

VACANCY

Applications are invited from qualified persons for the position of:

OFFICE ATTENDANT (Band 1)

Regional Office

Salary Scale: \$18,647.00 - \$25,078.00 (weekly)

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ an **Office Attendant** for the **Regional Office**. Under the direct supervision of the Manager, Office Services, the Office Attendant is responsible for maintaining a hygienic and hospitable work environment by keeping the lobby, restrooms, offices, lunchrooms, conference rooms and general areas sanitized and clean. The incumbent is also responsible for assisting with the photocopying, scanning, shredding and dispatching of documents/forms as directed.

DUTIES AND RESPONSIBILITIES (include but not limited to):

- Cleans the Regional Office/s and spaces which includes the reception area, offices, lunchrooms, restrooms, conference rooms and all other general areas
- Ensures that all restrooms are adequately supplied with toilet paper, hand towels and soap
- Ensures that internal plants are properly watered and well-groomed
- Collects and distributes office supplies, stationery, and cleaning supplies as necessary
- Assist with the serving of meals for office functions including board meetings, seminars, training sessions and other events as directed
- Prepares hot beverages, snacks, and drinks as required
- Prepares boardroom/meeting areas by ensuring that tables and chairs in the conference room are properly organized and cleaned; and organizes refreshments for the meetings
- Ensures that the pantry/ lunchrooms are kept clean and tidy
- Carries out deep cleaning activities as scheduled by the Manager, Office Services
- Reports maintenance issues identified during the execution of duties such as plumbing and electrical malfunctions as well as broken facets and fixtures, etc
- Makes photocopies of documents as required; and collates, binds and/or staples copies as directed
- Assist with the provision of bearer duties as directed
- Assist with the collection and delivery of internal correspondences to the relevant departments

SKILLS & JOB REQUIREMENT:

- Good interpersonal, oral and written communication skills
- Good planning, organizing and time management skills
- Strong attention to detail; proactive approach
- Excellent interpersonal and teamwork skills
- Ability to shift furniture and equipment from time to time to facilitate cleaning

QUALIFICATION & EXPERIENCE:

- Secondary/High School Certificate
- Two (2) years of experience

Application letter along with detailed resume should be submitted no later than

June 12, 2026 to:

**The Director
Human Resource Management and Development
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
St. James
Or e-mail: wrojobs@wrha.gov.jm**

NB: ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED