



CORNWALL REGIONAL HOSPITAL

VACANCY



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

RECORDS OFFICER – LABORATORY DEPARTMENT **(PIDG/RIM 2) 1 Vacant Post** *(Salary Scale \$1,711,060.00 - \$2,301,186.00 per annum)*

The Cornwall Regional Hospital, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ a **Records Officer**. Reporting to the Chief Medical Technologist the incumbent's core responsibilities will include:

CORE RESPONSIBILITIES

- Collect, register, manage, and collate client demographic information
- Record and maintain accurate client information
- File and organize donor information for proper documentation and retrieval
- Collate data and prepare and submit reports within the required timelines

SKILLS/COMPETENCIES

- Excellent interpersonal and communication skills
- Excellent time management skills.

QUALIFICATION & EXPERIENCE

- Four (4) subjects in CXC or GCE O' Level or other recognized certification including English and Mathematics or Accounts
- Certificate in Customer Service would be an asset

Applications along with a detailed resume should be sent no later than **May 29, 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