



# CORNWALL REGIONAL HOSPITAL

## VACANCY



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

### SENIOR FIXED ASSET OFFICER (GMG/AM 4)

ONLY 1 VACANT POSITION

*(Salary Scale \$ 2,803,771.00 - \$ 3,770,761.00 per annum)*

The **Cornwall Regional Hospital**, under the Western Regional Health Authority, requires the services of a **Senior Fixed Asset Officer (GMG/AM 4)** for the above location. Reporting to the Operations Manager, the incumbent is responsible for maintaining the hospital's Fixed Asset Register with respect to the movement, acquisition, and disposal of assets in accordance with GOJ Comprehensive Asset Management Policy for the Public Sector, providing data to the Regional Unit for the update of the master Fixed Asset Register and coordinating Board of Survey activities for the hospital. The core responsibilities of the successful candidate will include:

#### CORE RESPONSIBILITIES

- Leads all activities or as directed relating to Fixed Asset Management by updating and maintaining the Fixed Asset Register/s for the hospital
- Provides the Regional Unit with the hospital Fixed Asset data/reports as requested and or guided
- Maintains warranty register for all assets/equipment
- Ensures that all assets are labeled and coded according to established standards and that records are updated to reflect actual balances and location
- Affixes inventory tags to designated assets and equipment, replaces damaged asset tags and ensures that they are properly removed upon disposal
- Tags all assets procured prior to delivery to the department or within the agreed timeframe after delivery to the department
- Records and monitors fixed assets sent for maintenance and or repairs and ensures that used parts are properly documented
- Maintains separate registers for all office supplies, furniture, and office equipment at the hospital
- Conducts continuous physical examination of assets to determine condition/status and records same
- Prepares and submits to the Manager reports of unserviceable/obsolete equipment for the Board of Survey
- Assesses fixed assets and reports any damages to assets to the Operations Manager
- Ensures that Location records are accurately prepared and appropriately posted in all the respective facilities/departments
- Monitors and tracks the movement of fixed assets from one area to the other area; ensuring that authorized movement permits have been issued and updates the asset location in the database in keeping with established procedures
- Prepares annual fixed assets schedule along with the schedule of additions
- Compiles and distributes notation of all new and existing fixed assets

## SPECIAL CONDITIONS ASSOCIATE WITH THE JOB

- May be occasionally required to work long hours, including weekends and public holidays
- Work is performed in indoor and outdoor environments that may be exposed to noise dust and chemicals
- May be required to assist in lifting heavy items from time to time
- A high-demand work environment with numerous critical deadlines
- May be required stooping to inspect assets in confined spaces
- May be required to travel within and outside of the Region

## SKILLS/COMPETENCIES

- Good interpersonal skills
- Good planning, organizing and presentation skills
- Excellent time management skills
- Good customer relations skills
- Incident handling and analysis skills
- Excellent skills in teamwork and cooperation
- Ability to communicate effectively orally and in writing
- Excellent integrity/ethics exercised in the performance of duties
- Maintains a high level of productivity and self-direction

## QUALIFICATION & EXPERIENCE

- Bachelor in Business Administration or Supplies Management
  - Two (2) years working experience in Supplies Management and or Inventory/Fixed Asset Management
- or**
- Associate in Business Administration or Supplies Management
  - Three (3) years working experience in Supplies Management and or Inventory/Fixed Asset Management
- or**
- Diploma Supplies Management (MIND)
  - Five (5) years working experience in Supplies Management and or Inventory/Fixed Asset Management
  - Certification in Supervisory Management would be a plus

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](mailto:crhjobs@wrha.gov.jm)**

**NB: ONLY SHORTLISTED APPLICATIONS WILL BE ACKNOWLEDGED**