



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:
ADMINISTRATIVE ASSISTANT (Finance Department)

ROLE AND FUNCTIONS OF JOB:

Under the direction of the Senior Director - Finance, Projects & Facilities Management, the Administrative Assistant is directly responsible for the administrative, secretarial and operational functions supporting the Senior Director and the Finance Department. To achieve this, the Administrative Assistant shall:

- Provide secretarial support
- Manage the support functions ensuring efficiency in administrative and secretarial duties
- Ensure the efficient use of infrastructure to support and achieve the organisation's objectives

SPECIFIC KNOWLEDGE REQUIRED:

- The National Health Fund Act
- Office protocols, principles and practices
- Computerized office systems and spreadsheet applications

QUALIFICATIONS & EXPERIENCE:

- Certified Professional Secretary certificate/Diploma in Administrative & Secretarial studies or related qualification from a tertiary institution
- Five (5) years' experience as a Senior Secretary or Administrative/Executive Assistant or related position in a large organization.
- Experience coordinating and taking minutes at the Board/Committee level.

Applicants are invited to submit their applications no later than **Tuesday, October 26, 2021, to:**

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers
25 Dominica Drive
Kingston 5

Kindly apply by using the link provided here:

<https://nhf.orangehrmlive.com/recruitmentApply/5/view>

NB. We appreciate all responses, but only shortlisted candidates will be contacted.
applicants are to apply by using the link provided