



# **CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons to perform the duties:

## **CLERICAL ASSISTANT (3)**

Temporary (3 months)

### **ROLE AND FUNCTIONS OF JOB:**

Under the direction of the Human Resource Manager, the Clerical Assistant is directly responsible for providing clerical support to the Human Resource Department.

### **SPECIFIC KNOWLEDGE REQUIRED:**

- Excellent interpersonal and human relations skills
- Well developed oral and written communication skills
- High level of confidentiality, integrity and professionalism
- Sound analytical and problem solving skills
- General computer proficiency

### **QUALIFICATIONS & EXPERIENCE:**

- Associate Degree in Human Resource/Business Administration or equivalent field
  - One (1) year experience in a comparable environment
- or any equivalent combination of qualification and experience

Applicants are invited to submit their applications no later than **Thursday, April 28, 2022**

**to:**

The Human Resource Department  
NATIONAL HEALTH FUND  
6<sup>th</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5  
Email: [vacancies@nhf.org.jm](mailto:vacancies@nhf.org.jm)

**NB. We appreciate all responses, but only short listed candidates will be contacted.**