

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **ST. ELIZABETH HEALTH SERVICES**:

RECORDS CLERK (PIDG/RIM 2) - VACANT

Santa Cruz Centre of Excellence Laboratory

(Salary range \$1,711,060-\$2,301,186 per annum and any allowance (s) attached to the post)

Job Summary:

To provide clerical and administrative support to the department. To compile and verify data and store electronically.

Qualification and Experience:

- Minimum four (4) subjects at CSEC/GCE O' Level/SSC/City of Guilds inclusive of English Language and Mathematics
- Certification in Information Technology/Computer Science
- Minimum 2 years' work experience in the field of data management field

Key Responsibilities includes:

- Keeps track electronically and hard copy of received data and source documents accordingly.
- Prepares and sorts source documents and identifies and interprets data to be entered.
- Contacts originators of source documents to resolve questions, inconsistencies, or missing data (reports).
- Compiles, sorts and verifies accuracy of data to be entered.
- Compiles reports from existing records; assist with special projects by searching computer files and gathering records as requested.
- Enters data from source documents into computer following format displayed on screen, and necessary codes.
- Makes necessary corrections to information entered.
- Keeps records of works completed.
- Organizes and maintains files of records and correspondence of both a routine and confidential nature.
- Takes minutes of monthly meetings.
- Provides routine office support such as making copies, faxing, answering phones, prepares correspondence for mailing, and delivering and picking up correspondence.
- Communicates with clients as is instructed.

Specific Knowledge and Required Skills:

- Good knowledge of Office Administration procedures and practices
- Good knowledge of Computer Applications, data entry processes
- Ability to prepare reports as instructed.
- Good knowledge of basic Inventory Management processes

- Good interpersonal communication skills
- Good conflict resolution skills
- Excellent time management skills
- Excellent customer service skills

Applications along with resume should be sent **no later than Monday June 16, 2025**, via email to:

The Senior Human Resource Officer
St. Elizabeth Health Department
1 Brigade Street
Black River, St. Elizabeth
E-Mail - jobssehd@gmail.com

****PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.