

Join a team who cares about excellence

SECRETARY

PATHOLOGY DEPARTMENT

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Key responsibilities include:

- Provides a first point of contact service on behalf of the manager or the department, which may take the form of telephone contact or staffing a reception desk.
- Takes the initiative to deal with matters within own personal knowledge, sign-posts to the appropriate department or escalates to a more senior person as required
- Deals with own e-mail and that of their managers under clear direction, making judgements about urgency and level of response. Composes and sends emails or escalates to a more senior person as required
- Supports diary management within the department. Schedules in repeat appointments. Escalates diary pressures to a senior person as appropriate
- Organizes formal and informal meetings. Circulates agendas, papers and meeting documents. Produces minutes and actions, circulating them according to Departmental Deadlines. Maintains and circulates contact lists
- Typing/sorting for distribution of departmental reports

Qualifications & Registration required:

- Secretarial diploma or equivalent qualification in office administration
- Three years secretarial/ administrative experience
- Displays excellent verbal and written communication
- Competent in the Microsoft Suite applications (Outlook, Word, PowerPoint and Excel)

Closing date for applications is: 3 October 2019. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,

visit www.bermudahospitals.com, and apply through BHB Jobs NOW.

Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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