



The Cayman Islands Health Services Authority, is the principal healthcare service provider in the Cayman Islands, offering the most comprehensive range of inpatient, outpatient and public health services through a 127-bed hospital and four District Health Centres on Grand Cayman, an 18-bed hospital in Cayman Brac and a satellite outpatient clinic in Little Cayman.

We invite applications for following position:

**ADMINISTRATIVE ASSISTANT**  
**(Human Resources)**

**Salary range: CI\$36,528 - CI\$46,740 per annum**

**The Administrative Assistant (HR) provides overall administrative support to the department and plays a key role in assisting with all human resources matters, specifically the recruitment team.**

**Primary Responsibilities:** The successful candidate is responsible for administratively supporting the recruitment and selection processes in registering and responding to applications, writing to candidates, following up on applications, and HR reception desk coverage, handling general queries regarding vacancies and application tracking. Candidate supports recruitment activities, including advertisement preparation, testing, shortlisting, and preparing interview packets, processing, and sourcing of supplementary information for candidates; reference and credential verifications, medical tests, police certificates, pension & health insurance enrollments, completed application forms, and other required documents. The candidate assists with the onboarding of employees including coordination of locum/temp employees, booking accommodation, transportation, airport pick-up, and creating new employee files, ensuring that all required documentation has been received. Additionally, the candidate assists with the administration of the summer internship programme/volunteer program by facilitating the placement process and provide support with database management, creation of training certificates, and compiling training logs, and attendance reports for the respective Managers; this includes preparation of training materials, scheduling and arranging training rooms, and ordering refreshments. The candidate will be required to source quotes from local and international vendors, track receipts and spending, and follow-up on outstanding payments.

**Qualifications and Experience:** The candidate must be a High School graduate with at least two (2) years working experience of which one (1) year should be in an office environment **OR** a college degree and one (1) year working experience within an office environment. Experience in Human Resources would be desirable. The candidate must possess good interpersonal skills and the ability to communicate effectively at all levels; to understand basic instructions and follow simple and structured procedural guidelines. The candidate must be able to maintain confidentiality, work under pressure, possess good time management skills, and work on their own initiative. Must be computer literate and proficient in Microsoft Office suite, possess a valid driver's license, and have access to own transportation.

**A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates for this post.**

**NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to [hsa.jobs@hsa.ky](mailto:hsa.jobs@hsa.ky) using pdf format. Log on to our website at [www.hsa.ky](http://www.hsa.ky) to access Application Form and Job Description.**

**Deadline for post: December 7<sup>th</sup>, 2025**

*Committed to Caring for You*



## Job Description

<b>Job title</b>	<i>Administrative Assistant (HR)</i>	<b>Job Holder</b>	
<b>Reports to</b>	<i>HR Manager/CHRO</i>	<b>Section</b>	<i>Human Resources</i>

### Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 127-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic, which is a purpose-built facility.

This position plays a key role in assisting with all human resources issues including customer service, staffing, staff relations, orientation and development, compensation, and benefits.

### Job purpose

- To provide overall administrative support to the Health Services Human Resources Office.

### Dimensions

- Postholder is not responsible for the supervision of staff.
- Postholder have no budgetary responsibilities.
- The Human Resources Office is responsible for processing human resources functions and procedures for over 1100 staff members.

### Duties and responsibilities

- Must be able to maintain confidentiality, work under pressure, possess good time management skills and work on own initiative.
- Have the ability to understand basic instructions and follow simple and structured procedural guidelines.
- Answers telephone and handles inquiries from staff, the general public and visitors to the Human Resources Office.
- Filing papers and documents into appropriate employee files on a weekly basis.
- Provides lunch and vacation coverage of other HR Administrative Officers.
- Assists with the logging of incoming correspondence to the HR Office.
- Retrieving of staff archive files offsite.

- Administratively support the recruitment and selection process including registering and responding to applications, writing to candidates following up on their applications and handling general queries regarding vacancies and application tracking.
- Performs recruiting activities, including advertisement preparation, testing, shortlisting, and prepare interview pockets, processing of reference verification, pension & health insurance enrollment.
- Assists with the sourcing of supplementary information for candidates (references, medical tests, police record, application form), and other required documents.
- Assists in the co-ordination of locum/temp staff including booking accommodation, transportation, pickups and preparing internal requisitions.
- Assists with the general onboarding of employees including preparing new employees files ensuring that all documents have been received (Confidentiality Agreement, Code of Conduct, Security Access, IDs) etc.
- Delivery of applications/correspondence to the Health Practice Commission, Immigration Department, Procurement Section, and other areas of the hospital.
- Pickup of supplies as needed from Materials Management and outside vendors along with mail checks twice daily.
- Assist with the summer internship programme/volunteer program by facilitating the placement process
- Assist with the training database by generating training certificates and compiling training logs/attendance reports for the respective Managers.
- Prepare training materials, reserve training facilities, and set up including ordering and delivery of refreshments, and any other duties necessary in preparation for training sessions.
- Source quotes from local and international vendors, generate internal requisitions, track receipts and spending and follow up on outstanding payments.
- Assist with research for programming, service providers, subject matter and subject matter experts, training content, and evidence-based and best practices necessary meet and support training needs, mandates, and request.
- Performs any other duties or assignments as directed by the Managers and Officers.

### **Qualifications, Experience & Skills Requirement**

Qualifications include:

- Must have a High School Diploma with at least two (2) years working experience of which one (1) year should be in an office environment OR a college degree and one (1) year working experience within an office environment.
- Must possess good interpersonal skills and the ability to communicate effectively at all levels.
- Must be computer literate and proficient in Microsoft office Suite.
- Experience in Human Resources is desirable, but not essential.
- Valid Driver's License; access to own transportation.

## Reporting Relationship



## Direct reports

No direct reports to this position.

## Other Working Relationships

Post holder will work closely with other HR staff, employees, and managers within the organization.

## Decision Making Authority and Controls

Post-holder works under the direction of the Managers; however, must be able to make independent decision when needed and have good judgment.

## Working conditions

Very busy office environment with limited space. Flexible working hours when needed including some evening and weekend work in order to meet deadlines.

## Physical requirements

Some heavy lifting of items will be required from time to time when retrieving archive boxes.

## Problem/Key Features

Post-holder must be able to perform duties, efficiently with constant interruptions. Must demonstrate excellent customer service skills in all range of circumstances and the ability to multi task.

<b>Approved by:</b>	<i>SJB</i>
<b>Date approved:</b>	<i>31/May/2022</i>
<b>Reviewed:</b>	<i>31/May/2022</i>
<b>Next Review</b>	<i>1/May/2024</i>
<b>Employee Signature:</b>	
<b>Date:</b>	
<b>Manager's Signature:</b>	
<b>Date:</b>	