



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 136-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

EXECUTIVE SECRETARY

Support Services

Salary range: CI\$42,444 - CI\$47,988 per annum

Job Summary: The Executive Secretary serves as the administrative assistant to the Director of Support Services and provides comprehensive secretarial, organizational, and administrative support to the Support Services Department. The successful candidate will coordinate daily administrative operations, manage schedules and correspondence, prepare reports and meeting minutes, maintain records and databases, support project tracking and reporting activities, and act as a liaison with internal and external stakeholders. The role is critical in ensuring the efficient functioning of the Support Services team and supporting the delivery of essential services across the Health Services Authority.

Qualifications and Experience: The successful applicant must possess an Associate Degree in Business Administration or a professional certification in a related field, together with a minimum of three (3) years' experience in a similar administrative or executive support role. The candidate must be proficient in Microsoft Office applications and demonstrate excellent written and verbal communication skills. Strong organizational, time management, and multitasking abilities are essential, along with a high level of attention to detail, initiative, and the ability to work independently. The successful candidate must also be able to maintain confidentiality, exercise tact and professionalism, and build effective working relationships with internal and external stakeholders.

A remuneration and benefits package, commensurate with experience and qualifications, will be offered to the successful candidate.

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 using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description



SCAN QR CODE TO APPLY
Application deadline: October 18, 2026

Committed to Caring for You



Job Description

Job title	<i>Executive Secretary</i>	Job Holder	
Reports to	<i>Director of Support Services</i>	Section	<i>Administration</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 136-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.

The position requires the incumbent to be conversant with policies and procedures in the Health Services Authority, demonstrate good communication skills, greet visitors, and determine whether they should be given access to specific individuals and maintain a good rapport with staff and the public.

Job purpose

The Executive Secretary functions as an assistant to the Director of Support Services and provides secretarial, organizational, and administrative support to the programmes within the remit of Support Services.

Dimensions

Post holder has no supervisory or budgetary responsibilities.

Post holder is required to prepare documents and reports, maintain data logs and spreadsheets, and assist in compiling and publishing monthly, quarterly and annual programme reports, record and prepare minutes of meetings and generally coordinate the administrative functions within the Support Services Section.

Duties and responsibilities

- Maintain the daily schedule for the Director of Support Services
- Maintain mail log, open, sort, and distribute incoming correspondence, including faxes and email for the section, registering and tracking incoming and outgoing correspondence
- Process invoices, and prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Provide monthly updates to all key stakeholders for all HSA strategic projects.
- Process correspondences in any software or technological tool used by the remit or organisation e.g. Smartsheet, Oracle, Vista, CMMS, BMS etc.
- Prepare responses to correspondence containing routine inquiries and respond to queries directed to the section.
- File and retrieve documents, records, and reports and assist with other filing required within the section.
- Track record, and update any required mandatory documentation assigned to the remit in a timely manner e.g. Safety Checklists, Risk Assessments, JCI Standards and mandates etc.
- Support the team with tracking and monitoring the issue and return process for vehicle use.
- Support the team with tracking and monitoring the process for adding and removing items from storage.
- Maintain attendance records for Support Services staff and prepare biannual reports on accrued leave.
- Maintain accurate and up-to date training records for Support Services staff, send reminders, and schedule training dates for staff to attend as needed.
- Communicate with Managers, and staff as proxy for the remit and provide updates on any pending work orders and other matters related to the remit.
- Communicate with Property Managers, Vendors, Suppliers, Contractors and other external partners, as proxy for the remit and provide updates to the Support Services team or other Managers on related matters.

- Communicate as appropriate with our Partnering agencies e.g. DEH, Planning, HPC as necessary.
- Any other duties as assigned from time to time.

Qualifications, Experience & Skills Requirement

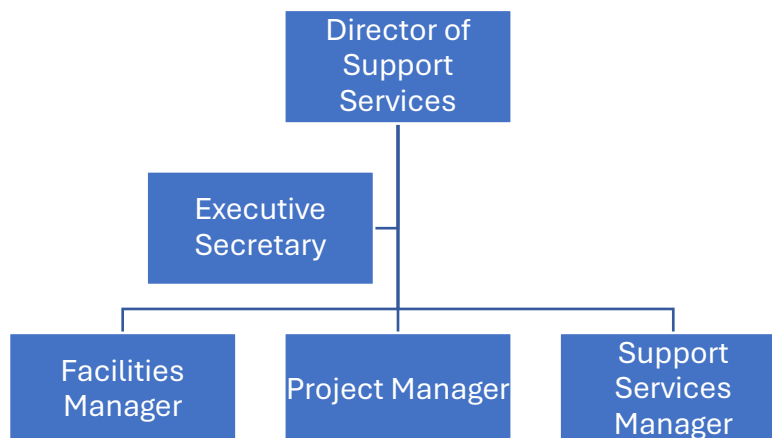
The post holder should have an associate degree in business or a professional certification in a related field, proficiency in Microsoft Suite of applications and exceptional written and oral skills are required.

The postholder must have three (3) years' experience in a similar role.

The post holder must be a mature, responsible, self-motivated individual with initiative, strong organizational skills, and attention to detail, with the ability to work on several projects simultaneously and adhere to deadlines.

The Post holder is required to efficiently organize work schedule, coordinating and prioritizing assignments to ensure that deadlines are met.

Reporting Relationship



Direct reports

The post holder does not supervise any other staff.

Other Working Relationships

Post holder must communicate with other Senior Managers, Section Managers, and employees as the need arises in the course of the day. The position requires tact and the ability to remain calm and polite even under stressful conditions.

Decision Making Authority and Controls

The postholder makes decisions relating to administrative duties and office management within set guidelines.

Working conditions

Typical office environment and office hours, Monday – Friday

Physical requirements

Sedentary office environment with normal visual and auditory requirements.

Problem/Key Features

There is a high volume of human and electronic traffic leading to many interruptions in the course of work.

Evaluation Metrics

Timely response to enquiries, emails, and other communication.

Manages calendar and sets aside ample time for meetings, appointments etc. and produce timely and accurate meeting minutes.

Accurate records, system data, logs and spreadsheet, tracking sheets, updates and reports.

Timely preparation of documents, reports, slides, and data sets.

Approved by:	<i>Director – Support Services</i>	
Date approved:		
Reviewed:	<i>September 2026</i>	
Next Review		
Employee's signature:		<i>Date:</i>
Manager's Signature		<i>Date:</i>