



Community Hospital
of Seventh-Day Adventists

WESTERN MAIN ROAD,
COCORITE, PORT OF SPAIN,
TRINIDAD, WEST INDIES
MAILING: P.O. BOX 767
PORT OF SPAIN, TRINIDAD
TEL: 1 (868) 622-1191/2;
622-3048; 622-3302;
628-8330/2;
FAX: 622-4369;

NOTICE OF VACANCIES!

The Community Hospital of Seventh-day Adventists has vacancies for the following positions:

ADMINISTRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

Summary of the Position

Senior level experience in business relations and office management • A strong passion for professionalism • Proficient in core office administration functions • Excellent written and oral communication skills • Able to maintain confidentiality with highly sensitive materials and matters • Sound knowledge of SDA Working Policies.

Experience in human resources management (HRM) is required. Previous experience in office administration functions in a hospital setting would be an asset.

REGISTERED NURSES (General, ICU, Hemodialysis)

Full-time or part time employment available

- Must be registered with the Nursing Council of Trinidad and Tobago
- Must have at least 2 years' experience working in an acute hospital care and specialty care.
- Good communication and customer service skills

REGISTERED MIDWIVES

Full-time or part time employment available

- Must have at least 3 years' experience as a midwife.

How to Apply?

Interested persons wishing to apply for these positions should send a copy of their CVs along with copies of relevant certificates and a cover letter to:

The Chief Executive Officer
The Community Hospital
Western Main Road
Cocorite, Port-of-Spain
Mailing: P.O. Box 767, Port-of-Spain
Email: aaisaacs@yahoo.com

Unsuitable applications will not be acknowledged.

The closing date for the receipt of applications is **Monday March 22, 2021.**

