



DEPARTAMENTO DE SALUD

Secretaría Auxiliar de Salud Familiar, Servicios Integrados y Promoción de la Salud

RECRUITMENT NOTICE

The Immunization Program requires the recruitment of temporary personnel for the following positions:

IIS Administrative Assistant

Job Description

The Administrative Assistant of the Immunization Information System (IIS) of Puerto performs office work that includes prepare, processing and send documents of IIS Manager's office duties. The employee will assist the IIS Manager to help maintain efficient day-to-day operations. Works under IIS Manager's supervision who gives instructions on the work to be done. The employee will guarantee the office is running smoothly focusing on administrative tasks. The candidate should have excellent communication skills and be able to organize work using tools like Microsoft Office and office equipment.

Essential Duties and Responsibilities

Assist the IIS Manager in the following office tasks and duties:

Performs administrative duties such as filing, typing, copying, archiving, scanning, among others. Schedule and participate in meetings. Follow up with agenda deadlines. Answer phone calls and emails. Plan meetings and take detailed minutes/reports.

Write and send email, correspondence memos, letters and forms.

Develop and maintain an archive system for important files. Maintain contact directory lists. Make a list of office supplies needed based on employee needs. Help the IIS Manager to edit office policies and procedures. Book internal/external travel arrangements.

Provide help to visitors regarding general office services requests (meetings, vaccine certificate, among others). Act as the point of contact for internal and external clients; including Immunization Program staff, providers, and other stakeholders.

Coordinate with IIS Manager to handle requests and queries from senior managers.

Supports team by performing and accomplishing tasks related to organization and effective communication as needed.

Take charge of administrative tasks in substitution of the IIS Manager when necessary.

Knowledge, Skills and Abilities

Proven experience with administrative assistant related duties.

Knowledge of office software and tools. Proficiency of Microsoft Office. Excellent time management skills and the ability to prioritize work. Excellent written and verbal communication skills.

Ability to quickly learn new terminology. Ability to handle requests by email, phone or in person. Ability to address priorities timely.

Strong interpersonal communication and teamwork skills by establishing and maintaining effective working relationships.

Fully bilingual, verbal, and written skills.

High degree of confidentiality, integrity, and professionalism.

Education and Experience

Bachelor's degree or higher from an accredited college or university.

At least 1 year of assistant related experience.

Interested, please send resume via email on or before June 30, 2022

prirhelp@salud.pr.gov