



CAREER OPPORTUNITY



Water Authority – Cayman

Invites applications for the post of

Administrative Assistant-HR

The successful candidate will provide clerical and administrative support for the Human Resources & Administration Department.

JOB REQUIREMENTS:

- A Diploma in Office Administration from a recognized educational institution.
- A minimum of 3 years administrative experience; experience in a training/HR work environment would be an asset.
- Proficiency in the use of personal computers and Microsoft Office Suite. Experience with an HR information system is preferred.
- Excellent written, oral and interpersonal communication skills.
- Strong planning and organizational skills, and the ability to work with minimum supervision to meet specific deadlines.
- The ability to maintain strict confidentiality.
- A valid Cayman Islands Drivers Licence.

The Water Authority offers competitive salaries, an international medical insurance plan, Brit-Cay Pensions and generous vacation benefits. The starting salary range for this post is CI\$34,420 - \$43,030 per annum.

Please send applications, including cover letter and resume to:

Chief HR Manager,
P.O. Box 1104, Grand Cayman KY1-1102, Cayman Islands;
Email: HR@waterauthority.ky

Application Deadline: **27 January 2021**

For information about the Water Authority and its role in the Cayman Islands, visit
www.waterauthority.ky

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