



The American Embassy is accepting applications for the following position:

Health Unit Administrative Clerk

The incumbent serves as the administrative assistant to the Health Unit manager. Major functions include: 1) Serve as an administrative assistant. 2) Serve as the medical records manager and perform a variety of administrative tasks in support of the Health Unit.

This position is open to candidates with the following qualifications:

- **Education:** Completion of 2 years of college degree.
- **Experience:** A minimum of 2 years office experience dealing with patients or in the customer service field.
- **Knowledge:** Basic secretarial duties, working knowledge of Microsoft Word, Excel, PowerPoint, Outlook, ability to input, track and retrieve data. Good organizational skills. Basic knowledge of organization i.e. various agencies, insurances, ICASS, E2. Ability to maintain a high level of confidentiality
- **Skills:** Basic secretarial duties, working knowledge of Microsoft Word, Excel, PowerPoint, Outlook. Good organizational skills. Must be able to type 35 - 40 words per minute accurately.
- **Language:** Must be fluent, level 4, in the English Language, and must be able to read, write, and communicate clearly in the English Language.

The complete Vacancy Announcement and application forms are available online at: http://nassau.usembassy.gov/job_opportunities.html. Electronic submission of applications must be submitted to the following email: NassauHR@state.gov.

Applications will not be accepted at the Security Gate of the Embassy.

The Embassy regrets that, due to the high volume of applicants, unsuccessful candidates will not be contacted.

Deadline: November 6, 2015