



INTERNAL CAREER OPPORTUNITY

Administrative Assistant I

LOCATION: Flin Flon, MB

FACILITY: Flin Flon General Hospital

SUMMARY

To provide administrative support to the manager of The Primary Care Clinic. This Administrative Assistant will function as part of a collaborative multi-disciplinary team. This will require expertise in developing and maintaining excellent working relationships with a broad range of individuals and organizations.

QUALIFICATIONS

- Completion of post-secondary education in office administration through a business school or college (i.e. Business Administration, Computerized Business Applications)
- Recognized Medical Terminology course preferred
- Comprehensive knowledge of office methods and procedures and office equipment
- Minimum of three years directly related experience
- Accurate word processing at 50 words per minute (typing test will be required)
- Exceptional computer skills including Windows, MS Office (all aspects), Publisher

JOB POSTING NUMBER	FF-2017-00036
DEPARTMENT	Flin Flon Clinic
JOB STATUS/FTE	1.0 FTE
ANTICIPATED SHIFT	Days (8:30 – 16:30)
TERM (if applicable)	To June 22, 2018
WAGE RANGE	To Be Discussed
UNION AFFILIATION	OOS

FULL JOB DESCRIPTION AVAILABLE ON REQUEST

Aboriginal applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

For more information, please contact:

Holly Rousson, RPR, Recruitment Officer

Box 240, The Pas, MB, R9A 1K4

Fax: 204-627-6810

Email: recruitwest@nrha.ca

Local: 204-623-9229 or Toll Free: 1-866-758-7871

www.nrha.ca

CLOSING DATE: Until Filled