



**NORTHERN
HEALTH REGION**

INTERNAL CAREER OPPORTUNITY

Administrative Assistant I

LOCATION: The Pas, MB

FACILITY: Emergency Medical Services Station

SUMMARY

As an active member of the EMS department, the Administrative Assistant provides administrative and clerical support to the EMS department. This position plays a key role in the coordination and administration of the departments operations, with responsibility to assist with important financial and human resource processes in a confidential and secure manner.

QUALIFICATIONS

- Grade 12 or equivalent
- Completion of post-secondary education in office administration through an accredited business school or college (combination of education and experience may be considered)
- Comprehensive knowledge of office methods, procedures and office equipment
- Exceptional computer skills including Windows, MS Office (all aspects, including Word, Excel, Outlook, Power Point and Publisher)
- Knowledge of Outlook Scheduling/Calendar System would be an asset
- Minimum of two (2) years directly related experience
- Working knowledge of audio/visual equipment
- Medical terminology an asset
- Accurate word processing at 50 words per minute (typing test will be required)

JOB POSTING NUMBER	TP-2018-00003
DEPARTMENT	Emergency Medical Services
JOB STATUS/FTE	1.0 FTE
TERM (if applicable)	NA
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:

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CLOSING DATE: January 23, 2018