



CASUAL NOTICE

***If interested, please provide Desirae Stait Human Resources Assistant
with a resume for consideration***

Receptionist The Pas Clinic The Pas Health Complex

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Recognized Medical Terminology course preferred
- Exceptional knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous clinic office experience
- Knowledge of Accuro or Electronic Medical Record preferred
- Accurate word processing at 40 words per minute (typing test will be required)
- Ability to use advanced electronic applications in switchboard, computer scheduling, Telehealth bookings
- Ability to transcribe voice dictation
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Demonstrates interpersonal skills through clear communication and positive behavior
- Good organizational skills and the ability to work independently
- Ability to work with minimal supervision and frequent interruptions
- Ability to respect and promote cultural diverse population
- Ability to work effectively in a collaborative multi-disciplinary team
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80), if not on personnel file

For a full listing of qualifications please:

- **Refer to the Job Description which is posted on the Intranet under Resources/Human Resources/Job Description, then select the applicable department; or,**
- **Contact Human Resources to request a copy.**