



# INTERNAL CAREER OPPORTUNITY

## Administrative Assistant I

LOCATION: Flin Flon, MB

FACILITY: Flin Flon General Hospital

### SUMMARY

Responsible for supporting the Director, Organization and Staff Development (OSD) in the efficient and effective administration of a comprehensive online, face-to-face, and blended continuing education program for employees of the Northern Health Region (NHR).

### 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)
- Completion of a recognized Medical Terminology course
- Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year round
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and the Internet
- Two (2) years' experience in directly related position preferred
- Accurate word processing at 50 words per minute (typing test will be required)

<b>JOB POSTING NUMBER</b>	FF-2018-00004
<b>DEPARTMENT</b>	Organization & Staff Development
<b>JOB STATUS/FTE</b>	1.0 FTE
<b>ANTICIPATED SHIFT</b>	Days (Mon – Fri)
<b>TERM (if applicable)</b>	NA
<b>WAGE RANGE</b>	To Be Discussed
<b>UNION AFFILIATION</b>	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**

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

**CLOSING DATE: February 20, 2018**