



INTERNAL JOB POSTING

BOOKING CLERK

Location: Thompson, MB

Facility: Thompson General Hospital

FEBRUARY 13, 2018

JOB POSTING NUMBER	TH-2018-029
POSITION CODE	887-2NCC-BKC_02
DEPARTMENT	NORTHERN CONSULTATION CENTRE
JOB STATUS/FTE	PERMANENT / 1.0 FTE
ANTICIPATED SHIFT	MON-FRI, 7.75 HOURS PER DAY
TERM (if applicable)	
WAGE RANGE	\$19.460 – \$22.560
UNION AFFILIATION	UFCW

QUALIFICATIONS

- Preference given to graduate of a Medical Office Assistant course. Those applicants with a Grade 12 diploma, supplemented by completion of office/secretarial training from an approved business school or college will be considered.
- Medical Terminology course is required.
- Excellent computer skills, experience with Windows, MS Office (all aspects)
- Knowledge of Health Suite and WinCis preferred
- Ability to communicate effectively with the general public and other members of the Northern Consultation Clinic team
- Pleasant and efficient telephone manner
- Flexible – able to multi-task and prioritize
- Ability to work with minimal supervision
- Good Physical and Mental Health
- Communicates effectively in English, knowledge of Cree an asset
- Must safeguard the integrity, confidentiality and availability of sensitive information at all times
- Must possess a dependable, consistent and reliable work record including attendance at work
- Ability to resolve conflicts is an asset
- Excellent communication and interpersonal skills
- Must be able to adapt easily to change
- Awareness and an understanding of aboriginal culture is an asset
- Effective written and verbal communication skills
- Ability to speak Cree an asset
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to respect and promote a cultural diverse population
- Ability to work effectively in a multi-disciplinary team
- Good organizational skills and the ability to work independently
- 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.**

*Aboriginal applicants are encouraged to self-declare when submitting applications and resumes
Internal Job Application Form and a resume are required for all internal postings
Apply in writing directly to Brittany Plamondon, Human Resources Assistant on or before 1600 hours on:*

FEBRUARY 20, 2018

Awarded to: _____

Date: _____