



# INTERNAL JOB POSTING

## RECEPTIONIST

Location: Gillam, MB

Facility: Gillam Hospital

**FEBRUARY 13, 2018**

<b>JOB POSTING NUMBER</b>	TH-2018-030
<b>POSITION CODE</b>	117-2PCC-RC_GM01
<b>DEPARTMENT</b>	GILLAM CLINIC
<b>JOB STATUS/FTE</b>	PERMANENT/ 1.0 FTE
<b>ANTICIPATED SHIFT</b>	M-F, 7.75 hours per day
<b>TERM (if applicable)</b>	
<b>WAGE RANGE</b>	\$17.309 - \$20.066
<b>UNION AFFILIATION</b>	UFCW

### 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 window based programs (Microsoft Word, Excel, Outlook and Internet).
- Previous clinic office experience.
- 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 at some sites.
- Ability to transcribe voice dictation
- Effective written and verbal communication skills.
- Ability to speak of Cree an asset.
- Demonstrate 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.**

*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: \_\_\_\_\_