



**NORTHERN
HEALTH REGION**

INTERNAL CAREER OPPORTUNITY

Administrative Assistant II

LOCATION: Flin Flon, MB

FACILITY: Personal Care Home

SUMMARY

The Administrative Assistant provides administrative support and collaborates with all members of the multi-disciplinary team. This includes initiation of routine and non-routine correspondence, as well as preparation of memoranda, reports, and confidential documents. Assists with the coordination and administration of the operations, including arranging meetings, preparation of meeting material, meeting minutes, and arranging travel plans. Additionally, acts as panel clerk for the Assessment and Placement Committee and assists with all components of development and implementation related to LTC Standards.

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)
- Comprehensive knowledge of office methods and procedures and office equipment
- Exceptional computer skills including Windows, MS Office (all aspects), Publisher
- Knowledge of Outlook Scheduling System would be an asset
- Minimum of two (2) years directly related experience
- Medical terminology an asset

JOB POSTING NUMBER	FF-2018-00010
DEPARTMENT	Long Term Care
JOB STATUS/FTE	1.0 FTE
ANTICIPATED SHIFT	Days (M-F)
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: April 16, 2018