



**NORTHERN
HEALTH REGION**

INTERNAL CAREER OPPORTUNITY

Administrative Assistant I

This is a term position resulting from a maternity leave; expiry date of term position is subject to two (2) weeks' notice.

LOCATION: The Pas, MB

FACILITY: The Pas Regional Office

SUMMARY

The Administrative Assistant (AA) acts as the receptionist for The Pas Regional Office. This involves reception of visitors, screening of telephone calls and responding to routine and complex inquiries. The AA is responsible for providing a consistently high standard of confidential secretarial and administrative support for the Managers located at The Pas Regional Office. The AA reports directly to the Executive Assistant to the VP HR & CHRO.

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 knowledge of Windows based programs (Microsoft Word, Excel, Outlook, and Internet)
- Knowledge of Outlook Scheduling System would be an asset
- Minimum of two (2) years directly related experience
- Accurate word processing at 50 words per minute (typing test will be required)

JOB POSTING NUMBER	TP-2018-00011
DEPARTMENT	Administration
JOB STATUS/FTE	1.0 FTE
ANTICIPATED SHIFT	Days (M-F)
TERM (if applicable)	To August 9, 2019
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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Email: recruitwest@nrha.ca Website: www.northernhealthregion.ca

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

CLOSING DATE: April 16, 2018