



# INTERNAL JOB POSTING

## ADMINISTRATIVE SECRETARY

Location: Thompson, MB

Facility: NRHA Services Building

**JUNE 12, 2018**

<b>JOB POSTING NUMBER</b>	TH-2018-125
<b>POSITION CODE</b>	885-1PFFP-AS_01
<b>DEPARTMENT</b>	<b>PUBLIC HEALTH</b>
<b>JOB STATUS/FTE</b>	TERM / 1.0 FTE
<b>ANTICIPATED SHIFT</b>	M-F, 7.25 hours per day
<b>TERM (if applicable)</b>	UNTIL AUGUST 1, 2019
<b>WAGE RANGE</b>	\$18.980- \$21.526
<b>UNION AFFILIATION</b>	MGEU

### QUALIFICATIONS

- Grade 12 or equivalent
- Completion of a business administration program an asset
- Completion of medical terminology program an asset
- Must have a valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the Region year round
- Three (3) years' experience in an administrative support role
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Accurate word processing at 40 words per minute (typing test will be required)
- Comprehensive knowledge of office methods and procedures and office equipment
- Knowledge of database development and management
- Understands cross-cultural and aboriginal health issues
- Knowledge of community resources
- Knowledge of the Personal Health Information Act (PHIA), the Freedom of Information Protection and Privacy Act (FIPPA), and the Personal Information Protection and Electronic Document Act (PIPEDA)
- Effective written and verbal communication skills
- Ability to respect and promote a cultural diverse population
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to work independently, using own initiative and judgment
- Ability to prioritize tasks and work well with time-sensitive materials
- Good organizational skills and the ability to work independently
- Ability to work effectively in a multi-disciplinary team
- Ability to speak Cree an asset
- 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:*

**JUNE 19, 2018**

Awarded to: \_\_\_\_\_

Date: \_\_\_\_\_