



**NORTHERN  
HEALTH REGION**

# INTERNAL JOB POSTING

## RECEPTIONIST/SWITCHBOARD OPERATOR

Location: Thompson, MB

Facility: NRHA Services Building

**JULY 12, 2018**

<b>JOB POSTING NUMBER</b>	TH-2018-151
<b>POSITION CODE</b>	115-4HREC-RC_02
<b>DEPARTMENT</b>	RECEPTION
<b>JOB STATUS/FTE</b>	TERM / 0.5 FTE
<b>ANTICIPATED SHIFT</b>	M-F, 10:30am to 2:45pm
<b>TERM (if applicable)</b>	UNTIL AUGUST 5, 2019
<b>WAGE RANGE</b>	\$17.907 - \$20.408
<b>UNION AFFILIATION</b>	MGEU

*This is a term position resulting from a maternity leave; expiry date of term position is subject to change with a two (2) week notice.*

### QUALIFICATIONS

- Grade 12 diploma or equivalent
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Excellent knowledge of window based programs (Microsoft Word, Excel, Outlook) and Internet
- Minimum two (2) years recent clerical experience
- Comprehensive knowledge of office methods and procedures and office equipment
- Knowledge of community resources
- Recent switchboard experience is an asset
- Accurate word processing at 40 words per minute (typing test will be required)
- Demonstrates ability to meet and converse with the public and maintain a professional and courteous attitude
- Effective written and verbal communication skills
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to work with minimal supervision and frequent interruptions
- 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
- 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:*

**JULY 19, 2018**

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

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