



INTERNAL JOB POSTING

ADMINISTRATIVE CLERK

Location: Thompson, MB

Facility: NRHA SERVICES BUILDING

JULY 12, 2018

JOB POSTING NUMBER	TH-2018-152
POSITION CODE	115-1ACMDR-AC_01
DEPARTMENT	INFECTION PREVENTION/MEDICAL DEVICE REPROCESSING
JOB STATUS/FTE	PERMANENT / 0.5 FTE
ANTICIPATED SHIFT	TUESDAY-FRIDAY, 4.85 hours per day
TERM (if applicable)	
WAGE RANGE	\$19.460 - \$22.560
UNION AFFILIATION	UFCW

QUALIFICATIONS

- Grade 12 or equivalent
- Post-secondary education in business and/or office procedure (other combinations of education & experience may be considered)
- Medical Terminology Course is an asset
- Demonstrated proficiency with window based programs (Microsoft Word, Excel, Outlook, and Access)
- Two (2) years or more office related experience is an asset
- Experience in health care field is an asset
- Typing speed of 40 or more wpm an asset
- Ability to understand and follow verbal and written communication
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy
- Ability to work independently
- Ability to work in a team atmosphere
- Ability to work with minimal supervision
- Ability to respect and promote confidentiality
- Ability to respect and promote a cultural diverse population
- 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: _____