



INTERNAL CAREER OPPORTUNITY

Administrative Assistant I

This is an indefinite term position; expiry date of term is subject to change with 24 hours' notice.

LOCATION: The Pas, MB

FACILITY: The Pas Health Complex

SUMMARY

The Administrative Assistant I (AA) is responsible for providing administrative/clerical support to the Occupational Health and Safety (OHS) Program and Human Resources as required.

Assists the OHS Program with duties including, but not limited to, general office duties, invoicing, monitoring various leaves, communicating scheduling needs to appropriate parties, and coordinating of return to work and various committee meetings.

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)
- Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year round
- Exceptional knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- 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-2018-00034
DEPARTMENT	Human Resources
JOB STATUS/FTE	Term / 1.0 FTE
ANTICIPATED SHIFT	Days (M-F)
TERM (if applicable)	Indefinite Term
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:

Holly Rousson, RPR, Recruitment Officer

Box 240, The Pas, MB, R9A 1K4

Local: 204-623-9229 or Toll Free: 1-866-758-7871 Fax: 204-627-6810

Email: recruitwest@nrha.ca Website: www.northernhealthregion.ca

CLOSING DATE: October 3, 2018