



## 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 while providing clerical support to the personnel based within the office. This position assists with coordinating our Learner Placement Program while receiving visitors, screening telephone calls, distributing mail, booking meeting rooms, arranging travel, and so much more. Self-starters who are deadline-orientated, customer-focused and who enjoy variety in their work day will thrive in this friendly and busy environment.

#### 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)

***If you're looking to try something new...this is the position for you!!***

<b>JOB POSTING NUMBER</b>	TP-2018-00036
<b>DEPARTMENT</b>	Administration
<b>JOB STATUS/FTE</b>	1.0 FTE
<b>ANTICIPATED SHIFT</b>	Days (M-F)
<b>TERM (if applicable)</b>	To August 9, 2019
<b>WAGE RANGE</b>	To Be Discussed
<b>UNION AFFILIATION</b>	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**

Email: [recruitwest@nrha.ca](mailto:recruitwest@nrha.ca) Website: [www.northernhealthregion.ca](http://www.northernhealthregion.ca)

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

**CLOSING DATE: October 17, 2018**