



**NORTHERN  
HEALTH REGION**

## **INTERNAL CAREER OPPORTUNITY**

### **Administrative Assistant I**

*This is an indefinite term position; expiry date of term is subject to change with 2 weeks' notice.*

**LOCATION: Flin Flon, MB**

**FACILITY: Flin Flon General Hospital**

#### **SUMMARY**

Responsible for supporting the Director, Organization and Staff Development (OSD) in the efficient and effective administration of a comprehensive online, face-to-face, and blended continuing education program for employees of the Northern Health Region (NHR).

#### **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)
- Completion of a recognized Medical Terminology course
- Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year round
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and the Internet
- Two (2) years' experience in directly related position preferred
- Accurate word processing at 50 words per minute (typing test will be required)

|                             |                                    |
|-----------------------------|------------------------------------|
| <b>JOB POSTING NUMBER</b>   | FF-2018-00037                      |
| <b>DEPARTMENT</b>           | Organization and Staff Development |
| <b>JOB STATUS/FTE</b>       | Term / 1.0 FTE                     |
| <b>ANTICIPATED SHIFT</b>    | Days (M-F)                         |
| <b>TERM (if applicable)</b> | Indefinite Term                    |
| <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**

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

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

**CLOSING DATE: October 16, 2018**