



CAREER OPPORTUNITY

Administrative Assistant I

LOCATION: The Pas, MB

FACILITY: The Pas Regional Office

SUMMARY

Responsible for providing administrative and clerical support to the Infection Prevention and Control(IPAC)/Medical Device Reprocessing(MDR)/Support Services (SS) programs as required. Provides a consistently high standard of confidential secretarial and administrative support for the IPAC/MDR/SS Regional Managers. Requires expertise in developing and maintaining excellent working relationships with a broad range of individuals and organizations. Shows flexibility to deal with fluctuating workload demands. Effectively demonstrates core competencies including teamwork and collaboration, adaptability, initiative and pro-activity, diversity awareness, development of self and others, and customer/client focus.

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)
- Recognized Medical Terminology course preferred
- 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, PowerPoint, Access, Outlook, Publisher) QHR and Internet
- Two (2) years' experience in directly related position preferred
- Accurate word processing at 50 words per minute (typing test will be required)

JOB POSTING NUMBER	TP-2018-00050
DEPARTMENT	Infection Prevention and Control & Medical Device Reprocessing /Support Services
JOB STATUS/FTE	Permanent / 0.9 FTE
ANTICIPATED SHIFT	Days (M-F)
TERM (if applicable)	NA
WAGE RANGE	\$21.004 - \$24.349
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 & to apply, please contact:

Holly Rousson, RPR, Recruitment Officer

Box 240, The Pas, MB, R9A 1K4

Fax: 204-627-6810

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

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

CLOSING DATE: Until Filled