



**NORTHERN
HEALTH REGION**

CAREER OPPORTUNITY

Administrative Assistant I

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

LOCATION: The Pas, MB

FACILITY: The Pas Health Complex

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)

JOB POSTING NUMBER	TP-2018-00049
DEPARTMENT	Organization and Staff Development
JOB STATUS/FTE	Term / 1.0 FTE
ANTICIPATED SHIFT	Days (M-F)
TERM (if applicable)	Indefinite Term
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, 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: Until Filled