



**NORTHERN
HEALTH REGION**

INTERNAL JOB POSTING

ADMINISTRATIVE SECRETARY

Location: Flin Flon, MB.

Facility: Primary Health Care Centre

JANUARY 10, 2019

JOB POSTING NUMBER	FF-2019-009
POSITION CODE	882-1PHCHD-AS_01
DEPARTMENT	PRIMARY HEALTH/MENTAL HEALTH
JOB STATUS/FTE	TERM/ 1.0 FTE
ANTICIPATED SHIFT	7.25 HRS/Day ; M-F (occasional evening or weekend)
TERM (if applicable)	UNTIL AUGUST 25, 2019
WAGE RANGE	\$18.980 - \$21.526
UNION AFFILIATION	MGEU

This is a term position resulting from a maternity leave; expiry date of term position is subject to change with a two (2) week notice.

QUALIFICATIONS

- Grade 12 or equivalent
- Completion of a business administration program an asset
- Completion of medical terminology program an asset
- Must have a valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the Region year round
- Comprehensive knowledge of office methods and procedures and office equipment
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Knowledge of database development and management
- Three (3) years' experience in an administrative support role
- Accurate word processing at 40 wpm (typing test will be required)
- Understands cross-cultural and aboriginal health issues
- Knowledge of community resources
- Knowledge of the Personal Health Information Act (PHIA), the Freedom of Information Protection and Privacy Act (FIPPA), and the Personal Information Protection and Electronic Document Act (PIPEDA)
- Effective written and verbal communication skills
- Ability to respect and promote a cultural diverse population
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to work independently, using own initiative and judgment
- Ability to prioritize tasks and work well with time-sensitive materials
- Good organizational skills and the ability to work independently
- Ability to work effectively in a multi-disciplinary team
- Ability to speak Cree an asset
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80), if not on personnel file.

For a full listing of qualifications please:

- **Refer to the Job Description which is posted on the Intranet under Resources/Human Resources/Job Description, then select the applicable department; or,**
- **Contact Human Resources to request a copy.**

*Aboriginal applicants are encouraged to self-declare when submitting applications and resumes
Internal Job Application Form and a resume are required for all internal postings
Apply in writing directly to Lisa Rogers, Human Resources Assistant on or before 1600 hours on:*

JANUARY 17, 2019

Awarded to: _____

Date: _____