



## CAREER OPPORTUNITY

### Administrative Assistant I.

**LOCATION:** The Pas, MB

**FACILITY:** The Pas Health Complex

#### SUMMARY

The Administrative Assistant I (AA) will have a dual reporting relationship with the Manager of Mental Health & Recovery Services and the Manager of Addictions & Acute Mental Health Services and will be required to perform an array of administrative duties to both Managers.

#### 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)
- Applied Suicide Intervention Skills training and/or Mental Health First Aid an asset
- Recognized Medical Terminology course an asset
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook, Publisher) and the Internet
- Two (2) years' experience in an administrative support role
- Accurate word processing at 50 words per minute (typing test will be required)

<b>JOB POSTING NUMBER</b>	TP-2019-00005
<b>DEPARTMENT</b>	Behavioural Health/Acute Mental Health
<b>JOB STATUS/FTE</b>	Permanent / 1.0 FTE
<b>ANTICIPATED SHIFT</b>	Days (M-F)
<b>TERM (if applicable)</b>	NA
<b>WAGE RANGE</b>	\$21.004 - \$24.349
<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 & to apply, 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: February 12, 2019**