



INTERNAL JOB POSTING

RECEPTIONIST

Location: Thompson, MB

Facility: Thompson Clinic

FEBRUARY 7, 2019

JOB POSTING NUMBER	TH-2019-033
POSITION CODE	886-2PCC-RC_02
DEPARTMENT	PRIMARY CARE CLINICS
JOB STATUS/FTE	PERMANENT / 1.0 FTE
ANTICIPATED SHIFT	MON-FRI, Days
TERM (if applicable)	
WAGE RANGE	\$17.309 – \$20.066
UNION AFFILIATION	UFCW

QUALIFICATIONS

- Grade 12 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
- Exceptional knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous clinic office experience
- Knowledge of Accuro or Electronic Medical Record preferred
- Accurate word processing at 40 words per minute (typing test will be required)
- Ability to use advanced electronic applications in switchboard, computer scheduling, Telehealth bookings
- Ability to transcribe voice dictation
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Demonstrates interpersonal skills through clear communication and positive behavior
- Good organizational skills and the ability to work independently
- Ability to work with minimal supervision and frequent interruptions
- Ability to respect and promote cultural diverse population
- Ability to work effectively in a collaborative multi-disciplinary team
- 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 Brittany Plamondon, Human Resources Assistant or email completed job application form and resume to

bplamondon@nrha.ca on or before 1600 hours on:

FEBRUARY 14, 2019

Awarded to: _____

Date: _____