



# CASUAL NOTICE

## Transcriptionist The Pas Health Complex Health Information Services

***If interested, apply online at <http://www.northernhealthregion.ca/careers/>***

### QUALIFICATIONS

- Grade 12 education or equivalent
- Post-secondary education in office procedures
- Recognized Medical Terminology course
- Excellent knowledge of window based programs (Microsoft Word, Excel, Outlook and Internet)
- Accurate word processing at 60 words per minute (typing test will be required)
- 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.**