



*A Culturally Diverse  
Organization*

## CAREER OPPORTUNITY

### Corporate Travel, Fleet & Accommodations Clerk

**LOCATION:** Thompson, MB

**FACILITY:** Thompson General Hospital

#### **SUMMARY**

The Corporate Travel, Fleet & Accommodation Clerk is responsible for the incorporation and administration of the Northern Health Region (NHR) Travel Policy regarding corporate travel, fleet and NHR accommodations; to ensure the most cost effective mode of transportation/accommodation is booked; to maintain monthly spreadsheets in order to compile reports and inter-departmental billings; to administer fleet checks on the vehicles and assist with Apartment cleaning based on guest needs.

#### **QUALIFICATIONS**

- Grade 12 education or equivalent
- Post-Secondary Education in Office Administration/Bookkeeping Certificate or Business Administration Diploma (alternate combinations of education and experience may be considered)
- Valid Manitoba Class V driver's license and access to a vehicle
- Excellent knowledge of Window based programs (Microsoft Word, Outlook) and Internet; Intermediate level proficiency in Microsoft Excel required
- Minimum three (3) years' experience in a customer service environment and in a computerized office environment
- Exceptional organizational, problem-solving, multi-tasking and prioritization skills
- Knowledge in travel industry, medical terminology, supplies handling, distribution and inventory in a computerized office environment

<b>JOB POSTING NUMBER</b>	TH-2021-018
<b>DEPARTMENT</b>	Materials Management & Logistics Services
<b>JOB STATUS/FTE</b>	Permanent / 1.0 FTE
<b>ANTICIPATED SHIFT</b>	Mon-Fri; Days
<b>TERM (if applicable)</b>	NA
<b>HOURLY WAGE RANGE</b>	\$17.967 - \$20.829
<b>UNION AFFILIATION</b>	CUPE (UFCW Collective Agreement)

#### **FULL JOB DESCRIPTION AVAILABLE ON REQUEST**

*Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.*

*Indigenous 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 or to apply, please contact:**

**Lori Rasmussen, Recruitment Officer**

867 Thompson Drive South, Thompson, MB, R8N 1Z4

Fax: 204-778-1477 Email: [recruiteast@nrha.ca](mailto:recruiteast@nrha.ca)

Local: 204-679-3181 or Toll Free: 1-866-758-7871

[www.northernhealthregion.ca](http://www.northernhealthregion.ca)

## **CLOSING DATE: Until Filled**