



# INTERNAL JOB POSTING

## RECEPTIONIST

**Location:** Flin Flon, MB

**Facility:** Flin Flon General Hospital

**FEBRUARY 23, 2021**

<b>JOB POSTING NUMBER</b>	FF-2021-042
<b>POSITION CODE</b>	882-1PCC-RC_01
<b>DEPARTMENT</b>	<b>FLIN FLON CLINIC</b>
<b>JOB STATUS/FTE</b>	TERM/1.0 FTE
<b>ANTICIPATED SHIFT</b>	M-F, Days
<b>TERM (if applicable)</b>	Indefinite
<b>WAGE RANGE</b>	\$17.309 - \$20.066
<b>UNION AFFILIATION</b>	CUPE

*This is an indefinite term position; expiry date of term position is subject to change with a 24 hour notice.*

### 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)
- 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 Department/Human Resources/Job Description, and then select the applicable department**
- **Or Contact Human Resources to request a copy.**

*Indigenous 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 directly to Tammy Hedman, Human Resources Assistant or apply online at [www.northernhealthregion.ca](http://www.northernhealthregion.ca) using Google Chrome on or before 1600 hours on:*

**MARCH 2, 2021**

Awarded to: \_\_\_\_\_

Date: \_\_\_\_\_