



# CASUAL NOTICE

## RECEPTIONIST GILLAM HOSPITAL, GILLAM, MB.

### 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)
- Accurate word processing at 40 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.

*If interested, please provide Angie Cathcart, Human Resources Assistant with a resume for consideration either in person or via email to [acathcart3@nrha.ca](mailto:acathcart3@nrha.ca)*