



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

## CASUAL CAREER OPPORTUNITY

### Receptionist

**LOCATION:** Gillam, MB

**FACILITY:** Gillam Hospital

#### **SUMMARY**

As an essential part of the health care team, the Receptionist registers clients, answers main telephone and performs general receptionist/filing duties. The Receptionist performs the functions of patient/client receiver, telephone operator and will provide patient/ client appointments with appropriate health care provider. The Receptionist is the initial contact with the public and is a member of the multi-disciplinary team.

#### **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)

<b>JOB POSTING NUMBER</b>	TH-2021-0031
<b>DEPARTMENT</b>	Gillam Hospital
<b>JOB STATUS/FTE</b>	Casual
<b>TERM (if applicable)</b>	NA
<b>HOURLY WAGE RANGE</b>	\$17.309 - \$20.066
<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**

**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**