



INTERNAL JOB POSTING

ADMINISTRATIVE SECRETARY

Location: Thompson, MB

Facility: NRHA Services Building

May 4, 2021

JOB POSTING NUMBER	TH-2021-113
POSITION CODE	415-5MHA-AS_01
DEPARTMENT	BEHAVIOURAL HEALTH
JOB STATUS/FTE	PERMANENT/ 1.0 FTE
ANTICIPATED SHIFT	M-F, Days
TERM (if applicable)	
WAGE RANGE	\$18.980- \$21.526
UNION AFFILIATION	CUPE (MGEU Collective Agreement)

As a result of the Health Sector Bargaining Review Act, this position falls within the above noted existing Collective Agreement and will be administered by the successor union until a new Collective Agreement is ratified. In the event that you have any questions, please contact your Human Resource Department.

QUALIFICATIONS

- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Accurate word processing at 50 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.

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 using Google Chrome on or before 1600 hours on:

May 11, 2021

Awarded to: _____

Date: _____