



INTERNAL JOB POSTING

BOOKING CLERK

Location: Thompson, MB

Facility: THOMPSON GENERAL HOSPITAL

June 8, 2021

JOB POSTING NUMBER	TH-2021-147
POSITION CODE	887-1NCC-BKC_03
DEPARTMENT	NORTHERN CONSULTATION CLINIC
JOB STATUS/FTE	TERM / 1.0 FTE
ANTICIPATED SHIFT	MONDAY – FRIDAY DAYS
TERM (if applicable)	APRIL 2, 2022
WAGE RANGE	\$19.460 - \$22.560
UNION AFFILIATION	CUPE (UFCW 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.

This is a term position resulting from a maternity leave; expiry date of term position is subject to change with a two (2) week notice.

QUALIFICATIONS

- Grade 12 or equivalent
- Recognized Medical Terminology course
- Familiar with Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Two (2) years' experience in a hospital or clinic setting
- One (1) year experience in scheduling patients' procedures/tests
- 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.

Apply online at www.northernhealthregion.ca on or before

JUNE 15, 2021

Note: Paper based applications are accepted if no access to computer. Internal Job Application Form and a resume are required and must be submitted to HR Assistant Office at the applicable site prior to posting close.

Awarded to: _____

Date: _____