



CASUAL NOTICE

Admitting/Switchboard

Flin Flon Hospital, Flin Flon, MB.

QUALIFICATIONS

- Grade 12 or equivalent
- Recognized Medical Terminology course
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Accurate word processing at 35 words per minute (typing test will be required)

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 Human Resources Assistant (Internal Recruitment) with a resume for consideration either in person or via email to HRARegional@nrha.ca