



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

Scheduler

LOCATION: Flin Flon, MB

FACILITY: Flin Flon General Hospital

SUMMARY

The Scheduler works closely with Managers to ensure day-to-day staffing requirements within the facility are met.

Performs all other scheduling functions, which include generating/posting schedules, identifying needs through the needs process, and processing any necessary reports, all while ensuring compliance with all collective/employment agreements.

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration through a business school or college (other combinations of education and experience may be considered)
- Two (2) years' experience in human resources and/or staff scheduling functions
- Thorough knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous payroll experience an asset
- Previous experience in QHR Scheduling an asset
- Experience operating within the confines of union collective agreement
- Comprehensive knowledge of office methods and procedures and office equipment

JOB POSTING NUMBER	FF-2021-00045
DEPARTMENT	Scheduling
JOB STATUS/FTE	Permanent / 1.0 FTE
ANTICIPATED SHIFT	Days/Evenings/Weekends/On-Call Rotation
TERM (if applicable)	NA
HOURLY WAGE RANGE	\$23.104 - \$26.784
UNION AFFILIATION	OOS

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:

Holly Rousson, RPR, Recruitment Officer

Box 240, The Pas, MB, R9A 1K4

Local: 204-620-2033 or Toll Free: 1-866-758-7871

Email: recruitwest@nrha.ca Website: www.northernhealthregion.ca

CLOSING DATE: September 16, 2021