



CAREER OPPORTUNITY

CORPORATE TRAVEL CLERK

Location: Thompson, MB

Facility: Thompson General Hospital

SEPTEMBER 19, 2023

JOB POSTING NUMBER	TM-2023-588	POSITION CODE	315-4MM-CTC_03
DEPARTMENT	CORPORATE TRAVEL		
JOB STATUS/FTE	TERM/1.0 FTE	ANTICIPATED SHIFT	D8
TERM EXPIRY	Indefinite		
WAGE RANGE	\$22.547 - \$26.141	UNION AFFILIATION	CUPE (Facility Support)

This is an indefinite term position; expiry date of term position is subject to change with a 24 hour notice.

POSITION SUMMARY

Primarily responsible for coordinating corporate travel, fleet and accommodations for the Northern Health Region (NHR) in accordance with the Travel policy. Ensures the most cost effective mode of transportation/accommodation is booked. Maintains monthly spreadsheets in order to compile reports and inter-departmental billings. Administers fleet vehicle safety inspections and schedules regular service. Accountable to uphold the reputation of NHR as an organization. Effective communication and interpersonal skills are essential to providing exceptional customer service for a satisfactory travel experience.

QUALIFICATIONS

- Grade 12 education or equivalent
- Post-Secondary Education in Office Administration/Bookkeeping Certificate or Business Administration Diploma (combinations of education and customer service experience may be considered)
- Valid Manitoba Class V driver's license and access to a vehicle
- Thorough knowledge of Window based programs (Microsoft Word, Outlook) and Internet
- Intermediate level proficiency in Microsoft Excel
- Working knowledge of procurement systems (such as Microsoft Dynamics)
- Three (3) years' customer service experience in a computerized office environment
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80. Waived for internal candidates with current checks on file.

For a full listing of qualifications please:

- **Internal Candidates:** Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- **External Candidates:** Contact Human Resources to request a copy

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.

Using Google Chrome, Apply online at www.northernhealthregion.ca on or before

SEPTEMBER 26, 2023

Note: In the event of technical difficulties with the online application, please contact Human Resources at HRARegional@nrha.ca for assistance prior to the closing date.