



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

ADMINISTRATIVE SECRETARY

Location: The Pas, MB

Facility: Home Care – Primary Health Care Center

JOB POSTING NUMBER	TP-2024-387	POSITION CODE	881-1HHCA-AS_02
DEPARTMENT	HOME CARE		
JOB STATUS/FTE	Permanent/0.9 FTE	ANTICIPATED SHIFT	D8
WAGE RANGE	\$20.466 - \$23.213	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

Reporting to the Manager of the Home Care Department, performs the following duties:

- On a rotational basis, performs the functions of receptionist. Responsible for switchboard activities and ensures accurate transfer of phone calls and/or relays information to the correct recipient.
- Provides general administration support to the Home Care Team and administrative support to the Home Care Manager. This includes duties such as minute-taking, preparing agendas for meetings, developing forms, sorting mail, making travel arrangements etc.

Demonstrates core competencies such as teamwork, collaboration, adaptability, initiative diversity awareness, development of self, and an attitude of customer service.

QUALIFICATIONS

- Grade 12 education (alternate combinations of education and experience may be considered)
- Completion of post-secondary education in office administration through a business school or college (combinations of education and experience may be considered)
- Minimum of three (3) years' experience in an administrative support role
- Demonstrates proficiency with Windows based programs (Microsoft Word, Excel, Power Point, Access, Publisher, and Outlook) and QHR
- Knowledge of computerized accounting
- Experience with working office equipment such as fax, photocopier, etc.
- 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. 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

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at recruitwest@nrha.ca for assistance.