



CASUAL NOTICE

OFFICE ASSISTANT

Location: Thompson, MB.

Facility: Eaglewood Addictions Centre

JOB POSTING NUMBER	TM-C-2024-024	POSITION CODE	440-5ADA-OA_99
DEPARTMENT	SUBSTANCE ABUSE AND RECOVERY		
JOB STATUS	CASUAL		
WAGE RANGE	\$22.707 - \$25.692	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

Reporting to the Director, the Office Assistant is responsible for the provision of office and administrative support for a variety of programs serving men, women and families. The office assistant will be located in a busy reception area and is expected to handle a variety of work assignments in a professional and efficient manner which will include such duties as correspondence, coding of invoices, mail duties, file systems management, support to the Director, and reception. The Office Assistant may be required to orient other office staff and serve as 'back up' coverage for other office support positions.

QUALIFICATIONS

- Completion of a recognized business or community college course in the secretarial/office administration area
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook, Access, Power point and Publisher) and Internet
- 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 HRARegional@nrha.ca for assistance.