



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

ADMINISTRATIVE SECRETARY (AY2)

Location: The Pas, MB

Facility: The Pas Primary Health Care

JOB POSTING NUMBER	TP-2025-023	POSITION CODE	881-1PHHL-AS_01
DEPARTMENT	PUBLIC HEALTH		
JOB STATUS/FTE	Permanent/1.0 FTE	ANTICIPATED SHIFT	D8
WAGE RANGE	\$22.247 - \$25.233	UNION AFFILIATION	CUPE (Community Support)

POSITION SUMMARY

The Administrative Secretary is an integral member of a multi-disciplinary team who will perform administrative functions of a responsible and confidential nature to a busy team of health professionals on a daily basis. The Administrative Secretary will require knowledge and awareness of health programs and clinical issues.

This position functions within the provisions of the Vision, Mission, Values, and policies and procedures of the Northern Health Region (NHR).

QUALIFICATIONS

- Grade 12 or equivalent
- Completion of a business administration program an asset
- Completion of medical terminology program an asset
- Must have a valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the Region year round
- Three (3) years' experience in an administrative support role
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Accurate word processing at 40 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.