



CAREER OPPORTUNITY

BOOKING CLERK

Location: Thompson, MB
Facility: Thompson General Hospital
MARCH 18, 2025

JOB POSTING NUMBER	TM-2025-133	POSITION CODE	115-1ACOR-BC_03
DEPARTMENT	OPERATING ROOM		
JOB STATUS/FTE	Permanent/0.5 FTE	ANTICIPATED SHIFT	D8
WAGE RANGE	\$23.906 - \$27.717	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

As part of a multi-disciplinary team, the Booking Clerk is responsible for booking all surgical procedure schedules based on booking information and appropriate resources.

QUALIFICATIONS

- Grade 12 or equivalent
- Post-secondary education in office procedures
- Recognized Medical Terminology course
- Familiar with Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Two (2) years’ experience in a hospital or clinic setting
- One (1) year experience in scheduling patients’ procedures/tests
- Accurate word processing at 50 words per minute (typing test will be required)
- Ability to speak Cree an asset
- 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

MARCH 25, 2025

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.