



Hay River Health & Social Services Authority | Administration des services de
santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

Administrative Assistant, Support Services

Salary: Under Review

Status: Full-time, Indeterminate

Competition #: 005-23

Closing Date: May 14, 2024

The Support Services Administrative Assistant provides secretarial, administrative, payroll and data entry-services for the Support Services Team. Under the direction of the Manager of Support Services, the incumbent provides assistance to the Support Services Team and other assigned departments as needed, in accordance with the Hay River Health & Social Services Authority (HRHSSA) philosophy, policies and procedures and in accordance with the HRHSSA Collective Agreement with the UNW.

Qualifications:

- Experience in researching and tallying survey results preferred
- Strong interpersonal skills and excellent telephone skills
- Ability to work independently with minimal supervision
- Proficient with Microsoft Office Suite, Adobe Reader and knowledge and experience with various computer systems and software applications
- Ability to interact well, be pleasant and have courteous approach with staff
- Cooperative, tactful, professional, and maintain confidentiality
- Fluent and effective communication in English- verbal and written
- Advanced working knowledge of office procedures
- Excellent typing skills
- Strong writing and mathematical skills
- Excellent organization and time management skills to organize the changing workload efficiently
- Strong problem-solving skills
- A focus on accuracy/neatness
- Adaptable and flexible
- Must be able to acquire within a reasonable timeframe and remain current in Non-Violent Crisis Intervention Training
- Must have a valid driver's license.

These skills would generally be acquired through completion of Grade 12, 1-2 years of Business Administration and two years previous hospital office experience.

In addition to an attractive salary, we offer a Northern Allowance of \$2.42 per hour up to \$4,711 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.



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For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345