



**Administrative Assistant, Laboratory/Diagnostic Imaging & Rehabilitation Services**

**Salary: Under Review**

**Status:** Full-time, Term to March 31, 2027

**Competition #:** 021-26

**Closing Date:** June 15, 2026

The Administrative Assistant provides secretarial, administrative, reception, requisitioning and payroll data entry support to the Laboratory, Diagnostic Imaging and Rehabilitation departments. In addition will plan, requisition and maintain a calendar of locum travel, including but not limited to mammography, sonography and occupational therapy.

**Qualifications:**

- The responsibility of this position requires the incumbent to have good interpersonal, time management and communication skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly;
- Sensitive to geographical/cultural needs of the regions and understand how community and culture impact on the delivery of the health care team;
- Ability to effectively work under pressure, handle multiple tasks, meet deadlines while displaying a calm and professional demeanor;
- Knowledge and ability of general office procedure and familiarity with electronic equipment;
- Fluent, effective communication skills both verbal and written;
- Knowledge and ability to use medical terminology;
- Knowledge of updated computer programs within the organization and word processing abilities, outlook/e-mail;
- Ability to work independently with little guidance and/or direction;
- Good working knowledge of the Collective Agreement;
- Strong interpersonal skills and good telephone skills;
- Ability to interact well, be pleasant and have a courteous approach with staff, residents and clients;
- Cooperative, tactful, professional and maintain confidentiality;
- Good problem solving skills;
- A focus on accuracy and neatness;
- Adaptable and flexible;
- Class 5 Drivers License.

The forgoing knowledge, abilities, and skills would most commonly be acquired through completion of a one-year post-secondary secretarial course(s), various computer courses in



**Hay River Health & Social Services Authority**  
**Administration des services de santé et des**  
**services sociaux de Hay River**

word processing, along with 2 years' experience in a high stress, service-oriented, busy office environment.

In addition to an attractive salary, we offer a Northern Allowance of \$2.33 per hour up to \$4,538 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.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

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

**How to apply:**

Applicants should send their resume via email to [hrhssa\\_competitions@gov.nt.ca](mailto:hrhssa_competitions@gov.nt.ca)