



Administrative Assistant – Woodland Manor

Casual, not regularly scheduled (no guarantee of hours)

Job Summary:

The Administrative Assistant is a member of the health care team that provides secretarial, payroll and administrative support to the multidisciplinary team. The incumbent acts as a receptionist and administrative assistant for the resident care areas and carries out clerical functions in relation to resident records, services and supplies. The incumbent is the first person that visitors, family and physicians interact with as they approach the nursing desk. They provide the necessary directions, answer questions and/or provide the forms/supplies that are required.

KNOWLEDGE, SKILLS AND ABILITIES

- Good oral and written communication and interpersonal skills.
- Knowledge of trans-cultural environment, sensitivity to others' situation/feelings.
- Knowledge and ability to use medical terminology. through completion of medical technology course and two years experience
- Awareness of the use of equipment and supplies.
- Good computer experience and word processing.
- Basic working knowledge of office procedures.
- Ability to remain calm and level head during a crisis and/or busy time.
- Ability to work independently with little guidance.
- Good organizational skills, be able to prioritize effectively.

The level of knowledge is generally acquired through a Grade 12 education and 1-2 years secretarial training: including word processing, spreadsheets and email.

Full job description available at www.hayriverhealth.ca.

Salary: \$30.60 – 39.65 per hour (Range 8)

Position Status: Casual, no guarantee of hours

Competition #: 045-21

Closing Date: Open

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to \$5,282 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.

Interested applicants may apply quoting competition number to:

Human Resources

Hay River Health & Social Services Authority
37911 Mackenzie Highway, Hay River, NT X0E 0R6
Phone: (867) 874-8341 Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca
www.hayriverhealth.ca

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*