



Client Services Administrative Assistant, Acute & Ambulatory Care

Salary: Range 10, \$34.03 to \$43.85 per hour

Status: Casual, no guarantee of hours

Competition #: CA24-024

Closing Date: Open

The Client Services Administrative Assistant provides secretarial and administrative and payroll data entry services for Acute and Ambulatory Care and Client Care Services. The incumbent provides assistance to the Client Services Team and other 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
- Strong skills with computers, particularly word processing, spread sheets, presentation programs and data entering are required
- Ability to interact well, be pleasant and have a courteous approach with staff
- Cooperative, tactful, professional and maintain confidentiality
- Fluent and effective communication in English, both verbal and written
- Basic working knowledge of office procedures
- Strong keyboarding skills
- Good writing and mathematical skills
- Good organization and time management skills, to organize the changing workload efficiently
- Good problem-solving skills
- A focus on accuracy/neatness
- Adaptable and flexible
- Medical terminology would be an asset

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.

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