



**Administrative Assistant, Support Services**

**Salary: Range 8, \$34.93- \$45.27/hour**

**Status:** Casual, no guarantee of hours

**Competition #:** CA26-010

**Closing Date:** June 12, 2026

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 a courteous approach with staff
- Cooperative, tactful, professional and maintain confidentiality
- Fluent and effective communication in English, both 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 time frame and remain current with the Non-Violent Crisis Intervention certification
- Must have 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 \$2.33 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)