



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

**Executive Offices Administrative Assistant- Student, Executive Offices**

**Salary:** Range 8, \$31.52 to \$40.85

**Status:** Casual, Term May to August 2024

**Competition #:** SS24-001

**Closing Date:** April 1, 2024

The Executive Offices Administrative Assistant summer student position provides a full range of administrative support such as word processing, database entry and management, website maintenance and communication support for the Senior Leadership Team.

The position is located at the Hay River Regional Health Centre and reports directly to the Executive Assistant.

**Qualifications:**

- Must be a student returning to high school or post-secondary school in Fall 2024
- Class 5 driver's license
- Knowledge of the Microsoft Office suite of programs (Word, Outlook, Excel)
- Excellent interpersonal skills for working in a team environment
- Effective time management, organizational skills and cross-cultural awareness
- Effective oral and written communication skills
- Ability to work independently
- Eagerness to learn and a positive attitude

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) or via Fax to (867) 874-8345