



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

Human Resources Administrative Assistant- Student, Executive Offices (Out of Scope)

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

Status: Casual, Term May to August 2024

Competition #: SS24-002

Closing Date: April 1, 2024

The Human Resources Administrative Assistant summer student position provides a full range of administrative support such as word processing, database entry and management, website maintenance and Human Resources related support for the Human Resources Team.

The position is located at the Hay River Regional Health Centre and reports directly to the Manager of Human Resources.

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 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