Interlake–Eastern
Regional Health Authority

EMPLOYMENT OPPORTUNITY

Competition Number:	**PW 289/14 (Please state this number when applying)**
Position Title:	Staffing/Scheduling Clerk
Position Code:	STSCHCLKREG E 01
Facility/ Site/ Location:	Pinawa Office
FTE:	1.0
Hours of Work:	Hours 7.5 - Days
Union:	Non union
Wage/ Salary:	To commensurate with qualifications/experience

Position Summary: The Staffing/ Scheduling Clerk is responsible for the interpretation and application of regional policies and collective agreements as they pertain to remuneration, hours of work, scheduling of hours, replacement of employees and awarding of shifts as well as procedures related to the input, processing and administration of scheduling related functions.

Qualifications:

- High School education with post secondary human resources courses or Unit Clerk Certificate from a recognized school or equivalent.
- Working knowledge of the current MNU and MGEU collective agreements.
- One to two years scheduling experience required.
- Demonstrated computer skills and proficiency in Microsoft Office.
- Demonstrated ability for data entry using scheduling software (QHR Scheduling software preferred).

Date Posted:	**February 28, 2014**
Closing Date/Time:	**March 7, 2014 at 4:00 pm**

Please submit Resume/Applications online or send to:

Human Resources Assistant
Interlake-Eastern Regional Health Authority
P.O. Box 5000 100 Easton Drive
Selkirk, MB, R1A 2M2
Email: hr@ierha.ca
Fax: 204 785 9113 Phone: 204 785 7408

- **Internal applicants** must include a current resume and copies of all required certificates or licenses with application upon change of classification/ program.
- **External applicants** must include a current resume and/ or a completed application form and copies of all required certifications or licenses with application.

The Interlake – Eastern Regional Health Authority is committed to increasing the representation of Aboriginal people at all levels within our workforce. We encourage successful Aboriginal applicants to self-declare by completing a *Voluntary Self-Declaration Form* available online @ www.ierha.ca or at any of our sites.

Successful applicants are subject to a pre-employment security check.