Interlake–Eastern
Regional Health Authority

EMPLOYMENT OPPORTUNITY

Competition Number:	**ER PuH 640/14 (Please state this number when applying)**
Position Title:	Administrative Assistant (AY 2)
Position Code:	WELLPROGADMINASST 2_99
Facility/ Site/ Location:	Eriksdale Wellness Centre
FTE:	Casual
Hours of Work:	Hours - 7.25 As required (Monday – Friday)
Union:	MGEU Community Support
Wage/ Salary:	As per applicable collective agreement

Position Summary: Under the direction of the Regional Coordinator, the Administrative Assistant will provide clerical support to Interlake-Eastern Regional Health Authority staff as well as administrative and secretarial duties associated with the on-going operations of the Community Health Office.

Qualifications:

- Grade 12 education required
- Completion of an Administrative Assistant/Secretarial course from a recognized accredited institution is required
- Must possess computer literacy with knowledge and 1 year experience utilizing Microsoft Word and Excel programs
- Good organizational, communication, and interpersonal skills
- Ability to work independently with minimal supervision
- Ability to type accurately at 50 words per minute
- Willingness to adhere to principles of confidentiality
- Ability to maintain positive working relationships in a multi-disciplinary team based work environment
- Ability to travel within the region as required

Date Posted:	**May 16, 2014**
Closing Date/Time:	**May 23, 2014 at 4:00 pm**

Please submit Application/Resume online or send Application/Resume to:	**Human Resources Assistant** **Interlake-Eastern Regional Health Authority** **Corporate Office** **233A Main Street, Selkirk, MB, R1A 1S1** **Fax: 204 785 4736 Phone: 204 785 4772**

- **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. **Must also submit Criminal Record & Vulnerable Sector Check, Child and Adult Abuse Registry Check prior to commencing employment.**

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.