Scheduler (Non Union)
Full Time Term (12 Months)

Department: Finance

Reports To: Finance Manager

Job Summary:
The Scheduler is responsible for the day-to-day staff replacement for all units, including nursing and/or non-nursing.

Qualifications:
- Certificate/Diploma in secretarial/business administration studies or high school diploma with minimum 5 years related experience.
- Excellent competence with computers and advanced proficiency using Microsoft Word, Excel and Human Resources scheduling programs is required.
- Ability to work well in a rapidly changing high energy environment.
- Positive interpersonal skills and the ability to communicate effectively with the public and staff both in person and by telephone.
- Ability to work both independently and within a team environment.
- Highly organized and detail-oriented.
- Strong critical thinking skills

Job Duties:
- Primary area of responsibility is to oversee the daily scheduling needs for all departments at Sioux Lookout Meno Ya Win Health Centre.
- Will be required to prepare payroll for submission.
- Provide relief for payroll.
- Must have a working knowledge of union collective agreement administration.
- Actively work toward meeting the organizational mission, vision and values.
- Other administrative duties as assigned

Salary: Commensurate with qualifications and experience.

Closing Date: Applications must be submitted by November 21, 2019 at 4:00 pm

Submit Application To: Human Resources Recruitment
Box 909, Sioux Lookout, On P8T 1B4
(807) 737-3030, Email: careers@slmhc.on.ca, Fax: (807) 737-6263

Competition No. Competition #FIN 03/19
Please quote on your application.

An internal application and up to date resume is required for consideration when applying for this position. Attendance and performance records will also be considered in determining the successful candidate.

Posted November 14, 2018

SIOUX LOOKOUT
Meno Ya Win
HEALTH CENTRE