

Scheduler

Full Time

Department: Finance

Reports To: Finance Office Manager

Job Summary:

The Sioux Lookout Meno Ya Win Health Centre (SLMHC) is seeking a Scheduler who will be responsible for the day-to-day staff replacement for all departments within SLMHC. The Scheduler will be responsible for payroll submission for all assigned departments and responsible for completion of clerical projects (as assigned).

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: When Filled

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. FIN 03/18
Please quote on your application.

Visit our website: www.slmhc.on.ca for more information. Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility.



SIoux LOOKOUT
Meno Ya Win
HEALTH CENTRE