

**Exciting
Health Care
Opportunities**

**Clerk Typist II (CCDC)
Full Time**

Qualifications:

Secondary School Diploma and/or GED required
Minimum two years prior related clerical experience in an office setting and/or an equivalent combination of education and/or experience required
Proven office skills required
Office Assistant Certification or equivalent considered an asset
Proficient keyboarding and word processing skills (60 wpm)
Excellent communication and organization skills
Flexibility in performing job duties
Computer literate, Proficient knowledge of software such as Word & Excel
Ability to be discreet and maintain confidentiality

Responsibilities:

Operate basic office equipment such as fax, copier, printer, computer and telephone
Perform receptionist duties for visitors, patients and all medical staff
Perform clerical duties, i.e. data entry, minute taking, compiling data, etc.
Collect and process workload data and statistics for reporting
Processing of incoming referrals in a timely manner
Booking, scheduling and maintenance of clinician appointment schedules
Liaises with NIHB and northern nursing station staff or client travel and health care services
Must be able to work all assigned shifts
Other duties as assigned

Salary and Benefits: \$22.46 – \$24.23.. In accordance with CUPE Collective Agreement;

Closing Date: When filled.

Submit Resume to: Human Resources: Recruitment
Fax 807-737-6263
Email: careers@slmhc.on.ca

Competition No: Competition # NF 62/18
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.



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HEALTH CENTRE