

**Exciting
Health Care
Opportunities**

**ADMINISTRATIVE ASSISTANT
Full time Temporary
(Non-Union)**

Qualifications:

Certificate/Diploma in secretarial/business administration studies
Minimum of 5 years secretarial experience
Proficient keyboarding and word processing skills
Advanced proficiency in MS Office, Word, Excel, Internet, e-mail, etc.
Excellent organizational and planning skills
Excellent communication and organization skills
Excellent time management skills
Proven ability to work independently and within a team environment
Knowledge of social service/health care administration preferred

Responsibilities:

Delivers lead administrative support services on behalf of CCAS Director and CCAS Clinical Supervisor
Ensures that information management processes and systems are in place to ensure that information flows in a timely manner that supports the work of the CCAS Director and CCAS Clinical Supervisor
Monitors the computers and office equipment and arranges for replacement or repair of equipment as required
Performs other duties as assigned

Closing Date: Resume with cover letter must be submitted no later than noon, December 11th, 2009

Submit Resume to: Human Resources
Competition #CCAS01/09
Sioux Lookout Meno Ya Win Health Centre
Box 909 Sioux Lookout, On P8T 1B4
Fax (807)737-5138
Email: humanresources@slmhc.on.ca



SIoux LOOKOUT
Meno Ya Win
HEALTH CENTRE

Only those candidates selected for an interview will be contacted, we thank all others for their interest. The successful candidate will be required to provide a criminal records check.