

**Exciting
Health Care
Opportunities**

**CLERK TYPIST II (MHAP)
Casual**

Qualifications:

Secondary School Diploma and/or GED required
Minimum two years prior related clerical experience required
or equivalent combination of education and/or experience
Proven office skills required with minimum 40 wpm
Excellent communication and organization skills
Ability to deal with public effectively
Flexibility in performing job duties
Computer literate with proficient knowledge of software such as Word & Excel
Ability to be discreet and maintain confidentiality.

Job Requirements:

Receptionist duties,
Scheduling appointments, faxing, typing, photocopying
Must be able to work all assigned shifts, including evenings and weekends
Other duties as assigned

Salary: \$22.46 -\$23.64 with 14% in lieu of benefits as per
CUPE collective agreement

Closing Date: *Until filled*

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

Competition No. **MHAP 19/18**
Please quote on your application



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HEALTH CENTRE

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.

Posted October 18, 2018