

**Exciting
Health Care
Opportunities**

**CLERK TYPIST II (MHAP)
Term Full Time (Monday –Friday 8-4pm)
(3 Months)**

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, ability to work in a fast paced, changing work environment
Ability to carry out multiple functions
Scheduling appointments, faxing, scanning documents, photocopying, data entry,
electronic charting,
Brief client intakes, referral processing, NIHB travel arrangements
Must be able to work Monday-Friday 8-4pm
Other duties as assigned

Salary: \$22.46 - \$24.23, with benefits in accordance with the
CUPE Collective + **14% in Lieu of Benefits**

Closing Date: *Until Filled*

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

Competition No. **MHAP 22/18**
Please quote on your application



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Meno Ya Win
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 November 16, 2018