REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 18-007** | **Department:**  Admin | **Posting Date:**  February 6th, 2018 |
| **Position:**  **Secretary II - Receptionist, Rehabilitation Centre for Children** | **Reports to:**  **Executive Assistant** | **Start Date:**  As soon as possible |
| **Job Type:**  **Unionized** | **Employee Group:**  CUPE | **EFT:**  1.0 |

**Responsibilities:** Responsible for secretarial duties including receptionist duties, word processing correspondence, reports, forms; maintaining records, maintaining a control of stock in the Stores area and ensuring all items that are shipped and received are in good condition, properly packaged and documented, receives shipments against purchase orders and directs them to the appropriate areas, ensures timely movement of incoming/ outgoing shipments, responsible for inventory tracking and control, and aides in distribution as required, keep records of all outgoing and incoming equipment and supplies**.**

**Qualifications:** High School Graduate with minimum three years’ work experience in a secretarial position with a typing speed of 65 w.p.m. Graduate from Secretarial Training Course and previous experience with Microsoft Office, Accuro and Medical Terminology is preferred. Knowledge of both French and English (oral & written) is preferred.

**Hours of Work:** 37.50 hours/ week, Monday to Friday days

**Salary:** $18.002- $20.869 as per CUPE Agreement

|  |  |
| --- | --- |
| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist**  **1155 Notre Dame**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  February 13th, 2018 |