REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 19-009 - REPOST** | **Department:**  Administration | **Posting Date:**  May 6, 2019 |
| **Position:**  Secretary II | **Reports to:**  Director of Rehab & Clinical Services | **Start Date:**  Immediately |
| **Job Type:**  **Unionized** | **Employee Group:**  CUPE | **EFT:**  1.0 |

**Responsibilities:**

Reporting to, and under the direction of, the Director of Rehab and Clinical Services, the Secretary II (Reception) position is part of the Administrative Support Team, responsible for duties which include: Reception and switchboard duties, word processing correspondence, provide clerical supports to the SCRC department and LIFE program, assists with RCC Therapy bookings, distribute mail, order supplies for the centre, follow up on back orders, maintain office equipment is in good working order.

**Qualifications:**

* High School Graduate – **required**
* Graduate from Secretarial Training course – **preferred**
* Knowledge of French and English (oral and written) - **preferred**
* Minimum three (3) years’ work experience in a clerical position – **required**
* Previous experience working in reception, experience with Microsoft Office, Accuro and Medical terminology – **preferred.**

**Hours of Work:** Monday to Friday Hours between 7:45am- 5:15 pm

**Salary:** $18.002 - $20.869 As per CUPE Collective Agreement

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| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist**  **SSCY Centre**  **1155 Notre Dame**  **Winnipeg, MB R3E 3G1**  kizzyp@rccinc.ca | **Closing Date:**  **May 13, 2019** |