REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 20-004** | **Department:** Administration | **Posting Date:**Jan 24, 2020 |
| **Position:**Secretary II –Reception/ Rehab Therapies | **Reports to:**Director of Rehab Therapies | **Start Date:**As soon as possible |
| **Job Type:****1.0 eft indefinite Term** | **Employee Group:**CUPE | **EFT:**1.0  |

**Responsibilities:**

Reporting to the Director of Rehab Therapies, the Secretary II is responsible for duties including: scheduling and making appointments for client visits; preparing client files for clinical staff; word processing correspondence and preparing them for mailing; other duties as assigned.

We value diversity; all are encouraged to apply. We thank all candidates for applying, however, only those selected for an interview will be contacted.

**Qualifications:**

|  |  |  |
| --- | --- | --- |
|  | Required | Preferred |
| Education | Completion of High School or Equivalent | Graduate from Secretarial Training Course.Knowledge of French and English (oral and written). |
| Experience | Minimum three (3) years work experience in a clerical position.Experience in Healthcare would be an asset. | Previous experience working in reception/ Shipping and Receiving; experience with Microsoft Office, Accuro and Medical Terminology. |

**Hours of Work:** Monday to Friday – hours to be determined

**Salary:** $18.002- $20.869 /hour

|  |  |
| --- | --- |
| **Apply in Writing to:****Kizzy Phillips****HR Specialist****1155 Notre Dame Ave****Winnipeg MB R3E 3G1** | **Closing Date:**January 31, 2020 |