REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **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:**

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|  | 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

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