EMPLOYMENT OPPORTUNITY

Clerical Support Workers
Temporary Call-in
Location: Happy Valley – Goose Bay

The Labrador-Grenfell Regional Health Authority is responsible for a full range of services including community health, long-term care and acute care for Northern Newfoundland and all of Labrador. The health authority operates accredited facilities including three hospitals, in St. Anthony, Happy Valley-Goose Bay, and Labrador City, three community health centers, 14 community clinics/nursing stations and three long term care homes.

The primary purpose of these positions is to provide clerical support relief on a casual and intermittent basis in multiple program areas upon short notice.

Qualifications:

- ✓ Graduation from High School or equivalency with completion of a one year or two-year Office Administration or Secretarial diploma, including major course work in word processing from a recognized college or institution;
- ✓ Completion of an approved medical terminology course or willing to complete;
- ✓ Candidates must possess knowledge of general office practices and procedures, excellent organizational and communications skills and considerable computer knowledge to include Microsoft Office;
- ✓ The successful applicants will demonstrate the ability to establish and maintain effective working relationships;
- ✓ The successful applicant will be required to submit a satisfactory Certificate of Conduct.

Salary:

- ✓ HS-19 of the NAPE-HS salary scales $17.98 to $19.41 per hour, plus the applicable Labrador Allowance

Hours of Work:

- ✓ Variable shifts.

This position is open to male and female applicants.
The successful applicant(s) must submit a satisfactory certificate of conduct.

Interested applicants please submit resume, stating competition number **2014000192N.**

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Posting Date: June 4, 2014
Closing Date: Open Until Filled

cc: NAPE