



Mamawetan Churchill River Health Region

Together in Wellness

Receptionist/Office Assistant Casual SGEU Employment Opportunities

Mamawetan Churchill River Health Region is looking for casual reception/office staff to cover regularly scheduled days off and call-in opportunities for the following departments: Community Health and Front Reception.

If you are customer service-oriented and possess excellent public relation skills, Mamawetan Churchill River Health Region invites you to apply. These positions require professional, self-motivated and efficient individuals to perform numerous switchboard, reception and clerical duties for a diversified group of professionals.

You will possess knowledge, skills & abilities to:

- Operate switchboard, direct calls and provide information
- Sincerely greet clients/patients/public to department/facility
- Communicate in a clear, accurate and respectful manner
- Create, edit and format documents
- Create, maintain databases, enter statistics and prepare reports
- Maintain office inventory and equipment
- Perform clerical duties (e.g., file, shred, photocopy, answer phones)
- Prioritize workload with competing demand.
- The ability to communicate in Cree would be considered an asset

You will be:

- A cooperative, collaborative and supportive team member.
- Reliable, trustworthy and discreet in order to maintain confidential client information.

You will possess:

- Post-secondary training in clerical skills. This would typically be achieved by obtaining an Office Education Certificate.
- A valid driver's license

Closing Date: Open until suitable candidates are found

For further information and/or to submit a resume, please contact:

Human Resources
Mamawetan Churchill River Health Region
Box 6000
La Ronge, SK S0J 1L0
Phone: (306) 425-4835; Fax: (306) 425-5432
Email: Human.Resources@mccrrha.sk.ca

Mamawetan Churchill River Health Region supports a shared commitment to a Representative Workforce that is respectful and inclusive of all staff and clients. Mamawetan Churchill River Health Region believes that building diversity among our staff will increase our ability to meet the needs of our diverse client base. We are genuinely engaged in and committed to service excellence.

A Criminal Record Check will be required prior to being offered a position. Our thanks are extended to all applicants, but only those selected for an interview will be contacted.