North Bay Regional Health Centre | Centre régional de santé de North Bay

EXTERNAL VACANCY

Applications will be received by the NBRHC Human Resources Office within the next (3) THREE DAYS by 12:00 noon

DEPARTMENT: **STAFFING WORKFORCE MANAGEMENT**

POSITION: **ONE (1) PERMANENT PART TIME WORKFORCE CLERK (FORMERLY STAFFING CLERK)**

SITE: **NBRHC – NORTH BAY**

HOURS: **DAYS, EVENINGS, NIGHTS, AND WEEKENDS**

SALARY: **$26.390 (Min.) - $27.206 (Max.)**

Pay rate, benefits and other terms and conditions are as per the CUPE (Local 139) Collective Agreement

QUALIFICATIONS INCLUDE:

- ☐ Graduate of an Office Administration Program or equivalent required
- ☐ Previous experience and demonstrated working knowledge of scheduling is required
- ☐ Experience in a customer service focussed environment required
- ☐ Computer literate/experience with Microsoft Suite – Excel (Basic level) required (50% required to pass) and keyboard proficiency (45wpm/ 95% accuracy) required
- ☐ Ability to demonstrate a reasonable working knowledge of ONA and CUPE collective agreements and their application in relation to scheduling required
- ☐ Knowledge of Google Docs is required
- ☐ Excellent telephone etiquette, oral and written communication skills required
- ☐ Demonstrated ability to problem solve and prioritize required
- ☐ Excellent organizational skills required
- ☐ Ability to work independently required
- ☐ Able to tolerate frequent interruptions required
- ☐ Knowledge of payroll is an asset
- ☐ Must be available for scheduled shifts and call-ins
- ☐ Good attendance and work record required
- ☐ Must demonstrate commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- ☐ Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- ☐ Bilingualism (English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check:
recent within six (6) months is a requirement

Interested candidates are asked to submit your resume and cover letter quoting File CUPE C-22-345 to: careers@nbrhc.on.ca

We are an equal opportunity employer. We thank all applicants for their interest.
An acknowledgement will be sent only to those candidates who will be interviewed.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.