



**EXTERNAL VACANCY**

**DEPARTMENT:** ENVIRONMENTAL SERVICES, MEDICAL DEVICE REPROCESSING

**POSITION:** ONE (1) PERMANENT FULL TIME DEPARTMENT SECRETARY

**SITE:** NBRHC – NORTH BAY

**SALARY:** \$30.208 (Min.) - \$31.143 (Max.)

**SHIFTS:** DAYS

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

As a member of the MDRD and Environmental Services team, the Department Secretary must be a well-organized individual that can provide excellent administrative support to more than one department. This position will work closely and collaboratively with employees, Business representatives, Clients, Contractors/Suppliers, Finance staff, BGIS, building management staff, nursing staff, Management staff, materiel management staff, as well as the clinical engineering staff. The department secretary will provide administrative support to Manager of MDRD as well as Manager of Environmental Services. The Dept. Secretary will assist with preparing, revising, and publishing departmental policies, developing/updating departmental forms/documents, completing month end reports and statistics, monthly quality improvement reports, completing payroll, setting meeting agendas, meeting room bookings, completing meeting minutes, revising departmental job routines, and departmental order sheets. In addition, the secretary is responsible for tracking staff attendance, tracking staff education, updating e-Learns, scheduling mask fit testing, making travel arrangements, updating SiteMaster, AIMS, and KeyWatcher, distributing of keys to the organization, and provides limited back up duties for Facilities Services.

**QUALIFICATIONS INCLUDE:**

- Diploma in Office Administration and Medical Terminology or equivalent required
- Keyboarding skills (45 wpm/95% accuracy), Data Entry – Vendor (6200 kph/95% accuracy), Excel (spread sheet standard - 70%) required
- Excellent clerical skills (minute recording and transcribing, filing, reception) required
- Excellent time management skills, and the ability to multi-task and prioritize work.
- Thorough knowledge of AIMS (Asset Information Management System) database
- Thorough knowledge in Microsoft Office (Access, Word, Excel, PowerPoint, Outlook Google based platforms).
- Knowledge of Meditech payroll module, order entry module and purchasing module required
- Knowledge of Keywatcher software and KeyProIII Software
- Knowledge of Sitemaster software for key management
- Knowledge of collective agreements, payroll time sheet experience an asset
- Knowledge of MDRD, Environmental Services, and Infection Control in a health care environment
- Must be able to lift over 20lbs, push/pull carts, and lift boxes overhead.
- Demonstrated ability to work independently in a busy, demanding work environment
- Excellent communication skills (verbal and written) required
- Excellent interpersonal skills required
- Excellent organizational skills 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
- Excellent attendance and work record required
- Bilingualism (Advanced level 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 their cover letter and resume to:

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file [CUPE C-24-180](#)

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

## THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)

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***NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.***

***The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.***

*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.*

**We are an equal opportunity employer. We thank all applicants for their interest.**