

## **ADMIN CLERK**

<b>DEPARTMENT:</b>	<b>FINANCE</b>
<b>REPORTS TO:</b>	<b>MANAGER FINANCE</b>
<b>STATUS:</b>	<b>TEMPORARY PART TIME (0.4 FTE, 15 hrs/week)</b>
<b>SHIFT:</b>	<b>DAYS</b>
<b>COMPENSATION:</b>	<b>\$21.055/hr - \$24.759/hr</b>
<b>UNION:</b>	<b>SEIU</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL EMPLOYEES</b>
<b>DATE POSTED:</b>	<b>AUGUST 12, 2022</b>

### **POSITION DESCRIPTION:**

The Admin Clerk has a dual role of receptionist and administrative support for the Haliburton Highlands Health Services. In addition to providing first line customer service to patients, residents, visitors and the public, this position performs clerical duties assisting accounts payable, accounts receivables and long-term care. The Clerk also provides general administrative support to the management team and ensures the smooth running of the Business Office at each site.

### **QUALIFICATIONS:**

The successful candidate will possess a grade 12 education or equivalent, and post-secondary education in office administration or similar is an asset. A minimum of 1-3 years of administration experience is required, preferably in a hospital or healthcare setting. To be successful, this role requires good communication skills, along with a demonstrated proficiency with the MS Office Suite.

**SUBMIT APPLICATION AND RESUME TO:** **Human Resources Job Application Box**

**PLEASE QUOTE JOB NUMBER:** **2022-60**

**DEADLINE:** **August 22, 2022 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.