



**Preview**  
**Employment Opportunity**

Providence Place

SEIU

Casual Bulletin

***Applicants selected for interviews will be contacted***

**OFFICE ADMINISTRATIVE ASSISTANT (c)**

**Posting #:** GO-00524842-1  
**Position #:** 080368  
**Posted Date:** December 13, 2017 17:00 CST  
**Closing Date:** Open Until Filled  
**Type:** Permanent Casual  
**City/Town:** Moose Jaw  
**Facility:** PROVIDENCE PLACE  
**Department:** RESIDENT INFORMATION  
**Expected Start Date:** December 18, 2017  
**FTE:** 0.0  
**Shift Information:** Days, Evenings, Weekends  
**Hours of Work:**  
**Salary or Pay Band:** Pay Band 10 \$20.540 to \$21.980 (3 step range)  
**Number of Positions:** 1

Five Hills Health Region has a reputation for leading change.

**Job Summary:**

Provides a wide range of administrative support and coordination of clerical/financial services to a variety of department(s) and/or program(s) and/or facility(ies).

**Experience:**

Previous: Twelve (12) months previous experience in an office environment.

**Qualifications:**

**Required Qualifications**

- Office Administration certificate

**Knowledge, Skills & Abilities**

- Ability to work independently
- Basic accounting skills
- Basic medical terminology
- Communication skills
- Intermediate computer skills
- Intermediate keyboarding skills
- Interpersonal skills
- Organizational skills

**Other Information**

- The official job descriptions are found on the Provider Group website, <http://www.working-for-health.ca/supportjobevaluation/>