



Opaskwayak Health Authority Beatrice Wilson Health Centre Receptionist (Term)

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Receptionist (Term)**.

Job Summary

Reporting to the Director of Finance & Administration, the Receptionist is responsible for greeting visitors & clients arriving at the health centre & directing individuals to the appropriate parties. The incumbent is responsible for providing general administrative support for OHA medical staff & clients & is also responsible for both inputting & retrieving information from the records & data management systems.

Position Requirements:

- Grade 12 or GED equivalent
- Certificate/Diploma – Office Assistant or equivalent
- Valid Manitoba Class 5 Driver's License required
- Criminal record check (required)
- 2 years of experience as an admin assistant or receptionist
- Other combinations of education & experience may be considered
- Excellent listening, communication (verbal & written) & interpersonal skills
- Excellent time management & organizational skills
- Problem solving skills – must be capable of solving routine problems
- High level of proficiency in Microsoft Word, Excel, Outlook
- Satisfactory employment record including attendance at work

Closing Date: Open Until Filled

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
- **Criminal record check** (or proof that it has been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Crystal Krost, Interim Human Resource Manager

Opaskwayak Health Authority

Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: crystal.morrish@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"

Please note that only those selected for an interview will be contacted.