



Opaskwayak Health Authority Beatrice Wilson Health Centre Personnel Clerk

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Personnel Clerk** at Opaskwayak Health Authority.

Job Summary

Reporting to the HR Manager, the Personnel Clerk is responsible for completion of tasks as assigned in the areas of HR administration, benefits administration, employee on-boarding & orientation, HRIS administration & organizational training. The Personnel Clerk works in a multidisciplinary team; follows OHA policies & procedures; and may assist with other duties within the department.

Position Requirements:

- Certificate – HR Administration or similar program
- 2 years of HR assistant or benefits administrator experience
- Experience in training / group presentation delivery
- Satisfactory employment record including attendance at work

Closing Date: November 14, 2018 at 4pm. No late submissions will be accepted.

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 indication 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:

Carol A. Buchberger, Human Resource Manager

Opaskwayak Health Authority

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

Email: carol.buchberger@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"

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