



## Opaskwayak Health Authority Beatrice Wilson Health Centre Personnel Clerk (Term)

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

### Job Summary

Reporting to the Human Resources Manager, the Personnel Clerk is responsible for completion of tasks as assigned in the areas of HR & benefits administration, employee on-boarding & orientation, Halogen Software administration & training. The Personnel Clerk works in a multidisciplinary team; follows OHA policies & procedures; develops high organizational competencies in client focus, teamwork, communications, quality of service delivery, quality of performance & cultural competencies based in the Seven Sacred Teachings; and may assist with other duties within the department.

### Position Requirements:

- Certificate (preferred) or diploma (required) – HR or Office Administration
- 2 years of experience as an HR assistant / training assistant / benefits administrator
- Other combinations of education & experience may be considered
- Knowledge of Canada Labor Code, Employment Standards, labour relations, Human Rights code, Respectful Workplace
- Experience in training / group presentation delivery (preferred)
- Experience in a health care field (preferred)
- 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:** May 4, 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 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](mailto:crystal.morrish@ocnhealth.com)

Please mark all correspondence **"CONFIDENTIAL"**

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