



EMPLOYMENT OPPORTUNITY

SUBSEQUENT

Posting Number: 18-46(b)
Date: November 7, 2018

Vacancy & Classification: Communications Clerk, Admitting/Switchboard
Permanent, Part Time

Hours: Tours as per schedule (days, evenings, nights, weekends*)

Salary: \$22.12 - \$22.91

Qualifications:

- Computer skills and demonstrated knowledge of computer applications used in a hospital-setting essential
- Demonstrated keyboarding ability essential
- Graduate of an approved Office Administration Program and/or current experience in providing secretarial support in a health care environment an asset
- Medical terminology an asset
- Demonstrated interpersonal, communication, organization, and customer-service skills
- Ability to work independently in a fast-paced environment
- Ability to perform duties within the demands of the work area
- Ability to work all shifts occurring on posted schedules
- Criminal Record Check may be required for internal candidates applying for this position.

Start Date: To Be Determined.

Application Deadline: Tuesday, November 13, 2018, 12:00 p.m.



Julia Boudreau, Vice President
Corporate Services

Renfrew Victoria Hospital is an equal opportunity employer.

*Schedules subject to change at management's discretion.