



**RENFREW COUNTY AND DISTRICT HEALTH UNIT
EMPLOYMENT OPPORTUNITY**

**SENIOR ADMINISTRATIVE ASSISTANT
(Formerly: Senior Secretary)**

Competition #SAA 22-01(Permanent, Full-time)

The Renfrew County and District Health Unit has an opening for one (1) Permanent Full-time, Senior Administrative Assistant (formerly Senior Secretary) within the Health Protection Division.

Qualifications: Under the direction of the Director, Health Protection, the Senior Administrative Assistant provides administrative, clerical, and general business support for the Director and Staff of the division.

Post-secondary education along with 3-5 years of experience as an administrative assistant are considered essential;

Outstanding computer skills (Microsoft Office Suite, including Excel, Adobe Pro);

Excellent communication skills, both oral and written with a high degree of integrity when dealing with confidential and sensitive information;

Well-developed organizational abilities for paper and electronic document handling and storing;

Effective planning skills with good attention to details; strong time management, (utilizing calendar software, e.g. Outlook) and problem solving abilities;

Fully vaccinated against COVID-19 (proof required)

Ability to multi-task and prioritize in a fast-paced environment; and

Acceptable criminal reference check required.

Location: Pembroke, Ontario

Annual Salary: \$50,069.00 to 57,514.00 per annum, plus comprehensive benefits package

Posted Date: January 6, 2022

Closing Date: Open until filled

Imagine living in an outdoor adventure playground, surrounded by wide open spaces, pristine waterways, parks, and trails with all the big-city amenities just a short drive away.

Please send your cover letter and resume, stating applicable Competition #SAA 22-01 to:

Renfrew County and District Health Unit, Corporate Services
141 Lake Street
Pembroke, Ontario K8A 5L8
EMAIL: jobs@rcdhu.com
(in MS Word or PDF format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available upon request. Applicants are asked to make their needs known in advance. No telephone calls please
