



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

Competition #SEC II 18-26 (Permanent, Part-time)

The Renfrew County and District Health Unit has an immediate opening for a Secretary II within the Clinical Services Division in our Renfrew Office.

General Duties: Provides administrative support for the Clinical Services Department of the Renfrew Office team including reception, clerical and administrative tasks.

Qualifications: Post-secondary education with secretarial/administrative or business education preferred;

Proficient word processing skills and computer applications experience (Microsoft Office Suite);

Good communication skills (oral and written);

Excellent interpersonal skills;

Able to work independently and cooperatively, as part of a team;

Flexibility and adaptable to new or changing assignments;

Excellent organization skills and attention to detail;

Acceptable criminal reference check required;

Valid Ontario 'G' Driver's License and own vehicle required.

Location: Renfrew, Ontario

Hourly Rate: \$ 22.57 to \$25.92 plus (Vacation Pro-rata, 14% in-Lieu of Benefits)

Bargaining Unit: OPSEU

Posted Date: August 2, 2018

Please send your cover letter and resume, stating applicable Competition #SEC II 18-26 to:

Renfrew County and District Health Unit, Corporate Services
7 International Drive
Pembroke, Ontario K8A 6W5
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.
