



RENFREW COUNTY AND DISTRICT HEALTH UNIT
EMPLOYMENT OPPORTUNITY
Secretary II

Competition #SECII 19-11 (Temporary, Part-time, Up to 12 months)

The Renfrew County and District Health Unit has an opening for one (1) Temporary, Part-time, Secretary II within the Health Protection and Health Promotion Divisions in our Renfrew office.

General Duties: Provides administrative support for the Renfrew office team, including reception, clerical and administrative tasks.

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

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

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;

Acceptable criminal reference check (vulnerable sector) required;

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

Location: Renfrew, Ontario

Hourly Rate: \$22.96 to \$26.37 (plus Vacation Pro-rata, 14% In-Lieu of Benefits)

Posted Date: August 14, 2019

Closing Date: Applications must be received no later than **4:00 p.m.**
on August 27, 2019.

Please send your cover letter and resume, stating applicable Competition #SECII 19-11 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
