



**RENFREW COUNTY AND DISTRICT HEALTH UNIT**  
**EMPLOYMENT OPPORTUNITY**  
**Admin Support, Corporate Services**  
**Competition #ADM 21-13 (Temporary)**

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The Renfrew County and District Health Unit has an immediate opening for a temporary administrative support position, working up to full time hours in the Corporate Services Department. This is temporary (6) month opportunity with the possibility of an extension.

**General Duties:** The position provides administrative/general business support for the Corporate Services team. This includes support to staff in HR, Finance and Payroll along with other general duties as assigned.

**Responsibilities:** Clerical duties including data entry, data retrieval and report preparation. Includes some work using Sage for financial data entry, Excel spreadsheets and Word documents.

Performs other administrative support functions including but not limited to filing and file maintenance/organization, photocopying, mail preparation and sorting as required;

Can maintain a high level of confidentiality; and

A positive and energetic individual willing to be flexible and able to tackle new assignments as they arise.

**Qualifications:** Post-secondary business or administrative courses, training in bookkeeping or a combination of related training and experience an asset;

Minimum of three years' experience in an office with administrative support;

Good software skills (MS office including Word, Outlook, Excel; Sage an asset);

Good communication skills;

Ability to work independently and cooperatively as part of a team;

Ability to adapt to new or changed assignments;

Acceptable criminal reference check (vulnerable sector) required; and

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

**Hourly Rate:** \$20.64 to \$23.71, plus 4% vacation.

**Posted Date:** April 20, 2021.

**Closing Date:** Posted until all requirements are fulfilled.

Please send your cover letter and resume, stating applicable Competition #ADM 21-13

to:

Renfrew County and District Health Unit, Corporate Services

141 Lake Street

Pembroke, ON K8A 5L8

EMAIL: [jobs@rcdhu.com](mailto: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.**

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