



## **RENFREW COUNTY AND DISTRICT HEALTH UNIT EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT II**

**Competition #AAll 22-02** (Bilingual, Permanent, Full-time)

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The Renfrew County and District Health Unit is seeking one (1) Bilingual, Permanent, Full-time Administrative Assistant II.

**General Duties:** Provides administrative/clerical support to the public health team, performing reception, and clerical tasks.

**Responsibilities:** Administrative support functions including: data entry, data retrieval and report preparation; word processing, filing, file maintenance, photocopying, mail preparation and sorting as required;

Processes client referrals/recordings according to outlined program protocols.

Maintaining inventory of office supplies and ordering replacements as necessary.

Attending committee meetings, recording minutes, and following up on tasks assigned by the committees.

Other duties as assigned, including telephone and receptionist duties; kit assembly and registration for public health program activities and services; and

Works co-operatively with Health Unit staff.

**Qualifications:** Post-secondary business, secretarial or computer courses required;

Strong computer skills (MS office including Excel);

Good communication skills;

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

Ability to adapt to new or changed assignments;

Fully vaccinated against COVID-19 (proof required)

Bilingual (French);

Acceptable criminal reference check (vulnerable sector) required; and

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

**Location:** Pembroke, Ontario

**Annual Salary:** \$43,697.00 to \$50,193.00 per annum, plus comprehensive benefits package

**Posted Date:** January 7, 2022

**Closing Date:** January 16, 2022

***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 #AAll 22-02

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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