



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

Competition #AAll 22-26

(Temporary, contract for 4-months with the possibility of an extension)

The Renfrew County and District Health Unit is seeking (1) one Temporary 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;

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 365 including Excel);

Good communication skills (oral and written);

The ability to speak French would be considered an asset;

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

Flexibility and adaptable to new or changing assignments;

Proof that you have been fully vaccinated against COVID-19;

Acceptable criminal reference check (vulnerable sector) required; and

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

Term: This is a 4-month contract with the possibility of an extension.

Hourly Rate: \$24.01 to \$27.58, plus Vacation Pro-rata and 14% In-Lieu of Benefits.

Posted Date: June 14, 2022

Closing Date: Posted until all requirements are 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 #AAll 22-26

to:

Renfrew County and District Health Unit, Corporate Services

141 Lake Street

Pembroke, ON 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.**
