



RENFREW COUNTY AND DISTRICT HEALTH UNIT EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT(S) I

Competition #AAICV 23-17 (Temporary from September 11 to December 15, 2023)

The Renfrew County and District Health Unit has openings for Temporary Administrative Assistant(s) I, to assist with COVID-19 response.

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 including Excel);

Good communication skills;

Bilingualism (French and English) is considered an asset;

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

Ability to adapt to new or changed assignments;

Acceptable vulnerable sector criminal records check required;

Fully vaccinated against COVID-19 (proof required); and

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

Term: From September 11 to December 15, 2023.

Hourly Rate: \$21.11 to \$24.25, plus 14% in lieu of benefits.

Posted Date: June 7, 2023.

Closing Date: Posted until all requirements filled.

Please send your cover letter and resume, stating applicable Competition #AAICV 23-17 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 accommodation is available upon request. Applicants are asked to make their needs known in advance. **No telephone calls please.**
