



## **Clerk 2**

### **Competition #: 11-SS-60, Open until filled**

Casual, Days - 7.50 hours

Start date: To Be Determined

Morris Hospital, [Morris](#)

#### **Job Description/Responsibilities**

The incumbent performs varied clerical and reception duties, in a medical setting.

#### **Qualifications**

- Grade XII or equivalent
- Completion of a recognized secretarial or business office training program required
- Typing speed of 40 words per minute
- Excellent computer skills in Windows and Microsoft Office Programs
- Two (2) years experience as a clerk in a hospital or Personal Care Home preferred
- Medical Terminology required.
- Experience working with patients/clients, families, physicians, and general staff
- Demonstrate RHA Central Core Competencies and/or Management & Leadership Competencies.
- Good work and attendance record

If you are interested in applying for this position, please send your cover letter and resume to:

#### **Holly Leost**

Regional Director Aboriginal Employment

180 Centenaire Drive

Southport, MB R0H 1N0

Fax: 1-204-428- 2782 or

Online at: [www.rha-central.mb.ca](http://www.rha-central.mb.ca) (under careers)

For more information about careers in RHA Central Manitoba  
please contact Holly Leost at:

Tel: 1-204-428-2756 or Tel: 1-800-742-6509