



SWITCHBOARD OPERATOR
JJE #177
(2 POSITIONS)

Sunrise Health Region has openings for a (2) Permanent Relief Switchboard Operators in Switchboard at the Yorkton Regional Health Centre.

Job Summary:

Operates switchboard, directs calls and provides information.

Qualifications/Experience:

- Grade 12
- Basic computer skills
- Basic keyboarding skills
- Basic Medical terminology
- One (1) year previous experience working with a major telephone system
- Communication and Interpersonal skills

Hours of Work:

- Must be available for shift lengths of a minimum of 3 hours and a maximum of 8 hours
- Days/Evenings/Nights/Weekends

Salary and benefits in accordance with the SAHO/Canadian Union of Public Employees Collective Agreement governing the position and corresponding to education and previous experience.

Our thanks is extended to all applicants; however, only those selected for an interview will be contacted.

Please submit your resume by **5:00pm** on **August 24, 2011** to:

Human Resources
Yorkton Office
Sunrise Health Region
270 Bradbrooke Drive
Yorkton, Saskatchewan S3N 2K6
Fax: (306) 786-0741 Email: resume@shr.sk.ca
www.sunrisehealthregion.sk.ca