



The Parkland Regional Health Authority provides a coordinated network of health services to the 42,000 residents of the Parkland Region in the Province of Manitoba. The Parkland region is located in West Central Manitoba with excellent recreational facilities and lakes within proximity. Additional information on the Parkland Regional Health Authority may be obtained by visiting our website at <http://www.prha.mb.ca>.

ADMINISTRATIVE SECRETARY II

Bulletin # EWRMGS5410

Part-time (0.3EFT), Permanent

Roblin, MB

Salary: In accordance with MGEU Community Support Collective Agreement

The incumbent will provide reception, secretarial and clerical support to the Program Staff and Site Manager in the Community Health Services Offices. Day-to-day coordination of the Parkland Regional Health Authority fleet vehicles may also be required. Shift schedules may include days and evenings.

Qualifications:

- Grade XII Manitoba Standards
- Certificate in Office Administration
- Minimum of two years experience working within an office setting.
- Demonstrated skill in using Microsoft Office and Microsoft Windows applications.
- Province of Manitoba Class 5 Driver's License, and access to a personal vehicle to provide service within the Parkland Regional Health Authority.

Inquiries regarding this position may be directed to Cherlyn Moore, Site Manager, North & West Districts (204) 734-6691. A copy of the position description may be obtained if requested.

Interested applicants are invited to submit their resume and covering letter quoting bulletin # EWRMGS5410 by September 13, 2010 to: Parkland Regional Health Authority Human Resources Department, Box 448, Swan River, MB R0L 1Z0; Fax: (204) 734-5954; E-Mail: jgardy@prha.mb.ca (MS Word format please).

The Parkland Regional Health Authority is currently recruiting for the following positions:

****Nursing Positions** **Home Care Attendants** **Speech Language Pathologist**
****Health Care Aides** **Physiotherapist** **Occupational Therapist******

Log onto www.prha.mb.ca for more information.

Applications may be obtained from any Parkland Regional Health Authority worksite or at <http://www.prha.mb.ca/opportunities.html>. Positions are subject to a satisfactory Criminal Record and Child Abuse Registry Check. We thank all applicants in advance for their interest in the Parkland Regional Health Authority, however, we will only be in contact with candidates who will be participating in an interview.