

Provides clerical/administrative support to the functional areas of Human Resources.

This position requires a successful completion of a Criminal Records and Child Abuse check.

QUALIFICATIONS

Formal Education and/or Training:

- Grade 12 education
- Post secondary education in typing, shorthand and office procedures (other combinations of education and experience may be considered)

Other Skills/Product Knowledge:

- a) Ability to type accurately at 50 wpm. Typing test will be required.
- b) Effective written and verbal communication skills
- c) Ability to work independently and on own initiative
- d) Demonstrated interpersonal and organizational skills
- e) Working knowledge of Microsoft Word, Access, Excel, Publisher 2000, Groupwise/Outlook and the Internet
- f) Two years' related experience preferred

For Further information please contact recruit@normanrha.mb.ca