



**Opaskwayak Health Authority
Beatrice Wilson Health Centre
Job Posting**

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Administrative Assistant (Full Time)** for the Human Resource Team at Opaskwayak Health Authority.

Job Summary

Reporting to the HR Manager, the **Administrative Assistant – HR** is responsible for completion of tasks as assigned in the areas of HR administration, benefits administration, employee on-boarding & orientation, HRIS administration & organizational training. The Administrative Assistant - HR works in a multidisciplinary team; follows OHA policies & procedures; and may assist with other duties within the department.

Position Requirements:

- Certificate – HR Administration or similar program (required)
- 2 years of HR Assistant or Benefits Administrator experience (required)
- Experience in training/group presentation delivery (required)
- A combination of relevant education and experience may be considered.
- Proficiency in Microsoft Office; Word, Excel, PowerPoint, Outlook (required); Visio, Publisher (preferred)
- Knowledge of Canada Labor Code, Employment Standards, Labour Relations, Human Rights code, Respectful Workplace (required)
- Experience in a health care field (preferred)
- Satisfactory employment record including attendance at work.

Closing Date: Open until filled.

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements.
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **internal professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position/title, current place of employment, phone number & email). Please note if you do not provide suitable internal references, HR will select the references.
- **Criminal record with vulnerable sector check** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to an interview without the above information.

Please note that only applicants selected for an interview will be contacted.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Adrienne Reason, Human Resource Manager
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: hr@ocnhealth.com
Please mark all correspondence "**CONFIDENTIAL**".

Please visit our website: www.beatricewilsonhealthcentre.ca for job postings.