



Scheduler/ Administrative Secretary



Closing Date:
January 24, 2025 at 3:00 PM



Permanent Full-Time



Salary ranges from
\$28.39 to \$31.95 per hour



Comprehensive Benefits Package



Opportunities for professional
development and continuing education



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Sensenbrenner Hospital is proud to be an Equal Opportunity Employer. We welcome and encourage applications from all qualified individuals including women, indigenous peoples, persons with disabilities, and members of visible minorities. Accessibility accommodations are available upon request to ensure support throughout the recruitment process, employee onboarding, and employment experience. Please do not hesitate to ask should you require any accommodations



Key Responsibilities

- Manages software and registers all schedules in Staff Right
- Organizes and maintains files for Chief Nursing Officer and Chief Human Resources Officer. Ensures personnel files and filed in a timely manner
- Vacation, change of tours, and overtime
- Advises the Chief Human Resources Officer of any shortages, patterning and trends or over-staffing
- Prepares and ensures typing of agendas and minutes for various committee meetings
- Demonstrates, participates, adheres and contributes to a health and safety culture on a daily basis

Qualifications

- Diploma in Office Administration of Business Administration
- Minimum of 1-year experience in a responsible secretarial position
- Must have knowledge of operating various computer software
- Must be discreet, courteous, accurate, attentive to detail and dependable
- Must have the ability to provide services in English and French