



# RENFREW COUNTY AND DISTRICT HEALTH UNIT

EMPLOYMENT OPPORTUNITY

## SECRETARY II

### Competition #SEC 17-07 (Permanent, Part time)

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The Renfrew County and District Health Unit has an immediate opening for a Secretary II in our Pembroke Office.

**General Duties:** The Secretary II provides administrative support for the staff of the Pembroke Office team including reception, clerical and administrative tasks.

**Qualifications:** Post-secondary education with secretarial/administrative or business education preferred;

Proficient word processing skills and computer applications experience (Microsoft Office Suite);

Good communication skills (oral and written);

Excellent interpersonal skills;

Able to work independently and cooperatively, as part of a team;

Flexibility and adaptable to new or changing assignments;

Excellent organization skills and attention to detail.

**Location:** Pembroke office

**Hourly Rate:** \$21.7962 - \$25.0363

**Date Posted:** April 5, 2017

**Closing Date:** April 25, 2017

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Please forward resume indicating Competition SEC 17- 07 to: [jobs@rcdhu.com](mailto:jobs@rcdhu.com)