



**RENFREW COUNTY AND DISTRICT HEALTH UNIT
EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT(S) I**

Competition #AAICV 24-10 (Temporary)

The Renfrew County and District Health Unit (RCDHU) has openings for Temporary Administrative Assistant(s) I, within the Health Protection Division.

General Duties: Provides administrative/clerical support to the public health team, performing reception and clerical tasks.

Responsibilities: Administrative support functions including: data entry, data retrieval and report preparation; word processing, filing, file maintenance, photocopying, mail preparation and sorting as required;

Other duties including: telephone and receptionist duties, kit assembly and registration for public health program activities and services; and

Works co-operatively with Health Unit staff.

Qualifications: Post-secondary business, secretarial or computer courses required;

Strong computer skills (MS office including Excel);

Good communication skills;

Bilingualism (French and English) is considered an asset;

Ability to work independently and cooperatively as part of a team;

Ability to adapt to new or changed assignments;

Acceptable vulnerable sector criminal records check required;

Fully vaccinated against COVID-19 (proof required); and

Valid Ontario 'G' Driver's License and own vehicle required.

Location: Pembroke Office

Term: From September 3, 2024 to November 26, 2024

Hourly Rate: \$22.39 to \$25.72 per hour, plus 14% in lieu of benefits.

Posted Date: May 24, 2024

Closing Date: Posted until all requirements are fulfilled

Imagine living in an outdoor adventure playground, surrounded by wide open spaces, pristine waterways, parks and trails with all the big-city amenities just a short drive away.

Please send your cover letter and resume, stating **Competition #AAICV 24-10** to:
Renfrew County and District Health Unit, Corporate Services
141 Lake Street
Pembroke, ON K8A 5L8
EMAIL: jobs@rcdhu.com
(in MS Word or PDF format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available upon request. Applicants are asked to make their needs known in advance. **No telephone calls please.**
