



**DEPARTMENT:** CENTRAL STAFFING  
**POSITION:** ONE (1) PERMANENT PART TIME STAFFING CLERK  
**SITE:** NBRHC – NORTH BAY  
**SALARY:** \$25.553(Min.) - \$26.343 (Max.)  
**SHIFTS:** ALL SHIFTS AS SCHEDULED  
0500hrs –1300hrs, 0800hrs –1600hrs, 1300hrs – 2100hrs

Pay rate, benefits and other terms and conditions are as per the CUPE 139 Collective Agreement

**QUALIFICATIONS INCLUDE:**

- Graduate of an Office Administration Program or equivalent required
- Previous experience with scheduling required
- Experience in a customer service focussed environment required
- Computer literate/experience with Microsoft Suite – Excel(Basic level) required and keyboard proficiency (45wpm/ 95% accuracy) required
- Excellent telephone etiquette, oral and written communication skills required
- Demonstrated working knowledge of ONA and CUPE collective agreements and their application in relation to scheduling required
- Demonstrated ability to problem solve and prioritize required
- Excellent organizational skills required
- Ability to work independently required
- Able to tolerate frequent interruptions required
- Must be available for scheduled shifts and call-ins
- Good attendance and work record required
- Must demonstrate commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Bilingualism (English/French) is an asset

**Criminal Reference Check including the Vulnerable Sector Check: recent, within three (3) months is a requirement**

**To apply, submit your resume and covering letter to [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting File CUPE C-18-170**

**Human Resources**

50 College Drive  
P.O. Box 2500  
North Bay, ON P1B 5A4  
Fax: (705) 495-7977

*We are an equal opportunity employer. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.*