



As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities. With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation social work and telemedicine. For more information about Geraldton District Hospital, visit www.geraldtondh.com

ER/WARD Clerk

Casual Position

\$25.551 to \$29.036 per hour

Qualifications

- Secondary School Diploma
- Successful completion of a recognized medical secretary/terminology course
- General office assistant diploma or certificate at a community college or other related post-secondary education is preferred
- Demonstrated knowledge and proficiency in current word processing and other computer software applications
- Minimum of one year of recent, related experience in a clerical role
- Recent related experience in a hospital or medical clinic setting is preferred
- Ability to manage multiple priorities with excellent communication, interpersonal and organizational skills
- Exercises positive public relation skills in the performance of duties
- Must be physically able to perform the essential duties of the job
- Ability to communicate in both official languages is an asset
- A regular attendance record is mandatory

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

If you interested in combining a fulfilling lifestyle with a challenging opportunity, please submit your application and resume in confidence, by email, to:

hr@geraldtondh.com