



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

Scheduling and Payroll Clerk

Permanent Full Time

Reporting directly to the Business Operations Manager and with the direction of the Chief Nursing Executive and other Managers, the Scheduling and Payroll Clerk assists primarily in the scheduling of staff, documentation of payroll hours on the time sheets, and preparation and processing of the hospital payroll.

Qualifications:

- Minimum of Secondary School Diploma
- General office assistant or accounting diploma or certificate at the community college level or other related post secondary education is preferred
- Finance, Accounting and/or Payroll department experience is preferred
- Experience with workforce scheduling and collective agreement interpretation is preferred
- Strong data-entry, detail-orientation, analytical skills and ability to multi-task
- Time Entry experience is an asset
- Demonstrable proficiency in Microsoft Office, Windows and Outlook
- Excellent communication, interpersonal and organizational skills
- Ability to work independently with minimal supervision
- Must be physically able to perform the essential duties of the position
- Ability to communicate in both official languages is an asset

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

Please submit your application and resume in confidence, by email, to hr@geraldtondh.com by Friday September 24 at 4:00pm.