



Applications are only accepted online through this website.

Job opportunities close at 11:30 PM PST on the closing date noted on the ad.

If you have any questions or concerns, please don't hesitate to contact us at: E-recruitment.clientsupport@gov.yk.ca or by phone at (867) 667-5834 or toll free at 1-800-661-0408, local 5834.

Administrative Assistant

Requisition #:	289
Available Positions:	0
Department:	Health & Social Services
Branch:	Health and Social Services - Yukon Communicable Disease Control
Posting Open Date:	2012-05-09
Posting Close Date:	2012-05-23
Location:	Whitehorse
Job Type:	Permanent
Regular/Temporary:	Regular
Full/Part Time:	Full Time
End Date:	
Classification:	AR 07
Salary Range:	\$49,040 to \$56,315 per annum
Days Off:	Saturday/Sunday
% of Travel:	0%
Category:	Administrative and Support Services,Healthcare - Other

Job Summary:

This competition is restricted to those persons employed with the Yukon Government during the posting period and to casuals employed at the closing of the competition.

This position provides senior level administrative support to the Clinical Manager and the Chief Medical Health Officer (MHO) contracted by Department of Health and Social Services. Further, it oversees and participates in the provision of a full range of administrative services to YCDC programming. This position also provides coverage to the other administrative assistants at YCDC as needed.

For more information about this position, please contact Jane Smith, Human Resources Consultant, Health and Social Services at (867) 888-8888 or jane.smith@gov.yk.ca

Qualifications:

Essential Qualifications

Please submit your resume clearly demonstrating how you meet the following qualifications. Please note

selection for further consideration will be based solely on the information you provide in your resume.

- Coursework in business or office administration
- Experience providing administrative support to management
- Experience coordinating meetings and use of Microsoft Outlook for active calendar management
- Experience providing reception duties
- Experience using Microsoft Word and creating/manipulating Microsoft Excel spreadsheets is an asset

Candidates who have education, training, and/or experience equivalent to the essential qualifications listed above will be equally considered.

Desired Knowledge, Skills and Suitability

Candidates should have and may be assessed on:

- Strong organizational skills to arrange logistics of meetings, travel, and filing
- Commitment to client service
- Excellent interpersonal skills and effective two-way communication
- Ability to respect and maintain confidentiality
- Excellent time management skills including the ability to manage constant interruptions and take direction from multiple sources
- Ability to work collaboratively and positively contribute to a team environment
- Adaptability and initiative

Additional Information:

Conditions of Employment: Valid driver's license

Job Requirements: Must be able to lift 50 lbs

Eligibility List: 12 months

"Committed to Employment Equity"