



Nova Scotia Hearing and Speech Centres

Posting Number **FO0218** (Please quote this number on your application & subject line of your submission)

This is an NSGEU Bargaining Unit position.

Start Date – As Soon As Possible

End Date – November 30, 2018

Posting End Date: March 28, 2018

Administrative Support Professional QEII HI/NSRC

Nova Scotia Hearing and Speech Centres (NSHSC) is a program of the provincial Department of Health. Established in 1963, NSHSC works to prevent and reduce the impact of communication disorder for Nova Scotians.

We are proud to offer:

- ✓ Salaries (full time) commensurate with experience [starting at \$33,504], and excellent benefits package
- ✓ Continuing education opportunities
- ✓ Opportunities for relocation

We are accepting applications for the **temporary, full-time (1.0 FTE)** position of an **Administrative Support Professional**. The Home Base Site location is QEII-Infirmary. Successful candidate will report to the assigned manager. The Administrative Support Professional is responsible for providing clerical support services within the Centres in accordance with clinical standards and procedures. In addition, s/he is responsible for assisting and establishing a positive rapport with the general public and medical community.

Requirements:

- Successful completion of a recognized business/secretarial program
- Excellent communication skills, including proficiency in written and spoken English. If English is not your first language further documents will be required.
- Excellent interpersonal skills with a wide variety of clients (adults and pediatric) and professionals
- Demonstrated good organizational/workload management skills
- Excellent working knowledge of Microsoft Office
- Experience with providing services to the general public and medical community
- Flexibility to travel on occasion to attend continuing education, events and/or meetings
- Candidate will have to demonstrate current immunization and/or boosters at the end of the probationary period

Assets:

- Working knowledge of Nightingale computer system
- Experience scanning and uploading of client documents
- Minimum of one year experience with reception and general office duties
- Experience working in a team environment
- Ability to provide bilingual clinical services
- Medical terminology education

To apply, please submit your resume, cover letter, three references via Career Beacon at:

<https://www.careerbeacon.com/en/posting/735316/nova-scotia-hearing-and-speech-centres/administrative-support-professional/halifax-city>

Note – All offers of employment will be conditional upon results of, vulnerable sector search and child abuse registry search, policy sign-off, and references – all to be satisfactory to the employer. Only those applicants chosen for an interview will be contacted.