



JOB POSTING

POSITION: Summer Student - Administration/ IT Assistant
SHIFT: Monday to Friday, 37.5 hours per week (8 weeks duration)
SALARY: \$21.00 per hour
Start Date: May 5, 2025

QUALIFICATIONS:

1. Excellent interpersonal skills with the ability to communicate clearly in written and verbal form.
2. Typing skills are essential, as is proficiency in Microsoft Office.
3. Strong organizational skills and a professional demeanor.
4. Able to establish positive working relationships with the Senior Leadership Team and other staff members.
5. Able to adapt to a dynamic / evolving work environment.

RESPONSIBILITIES:

- Assists with basic trouble shooting and computer set-up on site.
- Assist with the creation and distribution of training and troubleshooting guides on site.
- Follow organization-wide information technology policies and procedures to ensure safe and proper application of technology and which promote the mission and goals of the organization.
- Responsibilities in the IT Department may include, but are not limited to, assisting with network system related tasks, filing and storage, and the updating of electronic information.
- Responsibilities in Administration may include, but are not limited to, assisting with clerical tasks, updating policies, records retention, filing, shredding.

POSITION OPEN TO ALL QUALIFIED APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity. Upon request, accommodation for disabilities can be provided in the hiring process to applicants who meet the required qualifications outlined in the job description.

Those interested in the position are requested to apply in writing to:

Human Resources Manager
PO Box 5005, Red Lake ON, P0V 2M0
jobs@redlakehospital.ca