



SECRETARY

1 Permanent Full Time Timmins Office

This position performs a variety of secretarial support services which are key to the efficient and effective delivery of public health programs in the Porcupine Health Unit. Visit our website at www.porcupinehu.on.ca for more information about the Porcupine Health Unit.

Qualifications:

- Graduate of a recognized post-secondary institution in the Office Administration or related field.
- Experience with Microsoft Office Suite and design programs like Adobe.
- Demonstrated data entry skills and ability to learn specialized programs.
- Excellent communication and organizational skills.

Please forward your resume by Friday, February 10, 2012 to:

Human Resources.
Porcupine Health Unit, Postal Bag 2012, 169 Pine St. S.
Timmins, ON P4N 8B7
Telephone: (705) 267-1181
Fax: (705) 264-3980
Email: humanresources@porcupinehu.on.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.