



Job Opportunities**Competition # 0121-66**

**Quality Assurance
One (1) Full-Time Term
BATC Urban Trailers**

THE POSITION:

Under the direction of the health director the Health Department Quality Assurance will be responsible to provide clerical and administrative services to the Health Department on the following.

DUTIES AND RESPONSIBILITIES

- Assist with Receptionist, if need: Answer incoming phone calls, take messages, or forward calls to appropriate staff member.
- Assist with Shuttle coordination: maintenance, daily log, keys, approved drivers list, transportation policy. Cross referencing daily log to database shuttle attendance.
- Assist with overall management of facility and site facilities.
- Preparation of cheque requisitions with proper documentation, purchase order, and time sheets.
- Provide administrative support to all staff.
- Provide written incident reports to immediate supervisor.
- Maintain an inventory of supplies and equipment.
- Submit time sheets and leave forms to immediate supervisor.
- Other duties as assigned.

QUALIFICATIONS & SKILLS:

- Willingness to work as a team member with BATC staff.
- Ability to work in scheduled hours.
- Must be willing to sign an Oath of Employment and abide by a Code of Ethics.
- Ability to communicate and effectively interact with clients.
- Manages time and well organized.
- Knowledge of computer applications.
- **MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK**

Closing date: May 16th, 2022, by 4:30pm – Please Quote Competition # 121-66

Please submit resume, cover letter, and copy of CPIC to:

**Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, SK S9A 0Z8**

(306)446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for an interview will be contacted.