

VACANCY: Staff Scheduler & Data Analyst

Position: Permanent, Full-Time.
Start Date: Fall, 2023.
Hours: 37.5 hours per week, flexible schedule
Compensation: To be negotiated. Relocation assistance is available as well a comprehensive benefits package.

Summary:

The Red Lake Margaret Cochenour Memorial Hospital is an 18 bed facility located in beautiful, rural Northwestern Ontario. Our catchment area includes the Municipalities of Red Lake and Ear Falls and Wabauskang First Nation. Our Hospital offers 24 hour emergency care, acute & chronic care, obstetrics, oncology, diagnostic services, rehabilitation, and a variety of day clinics. The community of Red Lake is home to approximately 5000 residents. The primary industries include mining, tourism, and forestry. Red Lake is accessible by road or by air. The town is approximately a 3 hour drive from Kenora and a five hour drive from Winnipeg (six hours from Thunder Bay).

Qualifications:

- College or university post-secondary education. HR, Business Administration or related field is preferred.
- Two years working experience in business or healthcare administration.
- Advanced computer skills required, particularly with MS Excel; must be capable of data manipulation and working with advanced formulas.
- Must have excellent attention to detail and organizational project planning skills. Must be able to multi-task and meet deadlines.
- Superior verbal and written communication skills to effectively communicate and present information to relevant stakeholders at all levels of the organization.
- Excellent interpersonal skills.
- Preferred experience with scheduling and HRIS systems.

Position Responsibilities:

- Scheduling -- Responsible for the effective administration of the organization's scheduling functions and ensuring appropriate coverage throughout.
- Data analysis – Analyze, interpret, consult, present and make recommendations on information to support strategic, evidence-based decision-making and knowledge development.
- Performance reporting, data maintenance and data collection.
- General clerical and administrative duties, as assigned.

Deadline to apply: August 22, 2023

Please submit resume and cover letter to Pearl Fleming at jobs@redlakehospital.ca