



## EMPLOYMENT OPPORTUNITY

Administrative Assistant Health Centre

Permanent - Full Time

### JOB OVERVIEW:

Under the supervision of Health Director, the Administrative Assistant will be responsible for office support and general administration of the health Centre. The incumbent will have excellent customer service, team -work and self-motivate.

### RESPONSIBILITIES:

- Completes administrative tasks such as, filing, managing calendars, preparing expense reports, coordinating mail and couriers, prepares and distributes correspondence as needed
- Attend meetings or conferences to take notes, minutes and dictation
- Determine and establish office procedures and routines
- Assists with the coordination of meetings including scheduling, booking resources, compiling required materials and making catering arrangements
- Assists Health Director and the department with administrative tasks
- Communicates with management, staff, contacts and visitors, acts as a resource for general administrative inquiries and information
- Carries out a wide range of sensitive and diverse administrative and operational duties within the department such as program review including file reviews and the archiving of files
- Perform general administrative tasks and clerical duties for operations as required
- Other duties as assigned

### REQUIREMENTS:

- 1 – 3 years' experience in a similar administrative or related role
- Previous experience in an Aboriginal organization setting would be an asset
- Proficiency with MS Office applications including Word, Excel, PowerPoint, Outlook; an aptitude for learning new computer systems
- Solid keyboarding skills with the attention to detail to find and correct errors in documents
- Ability to work independently as well as in a team, good verbal and written communication skills
- Ability to manage multiple tasks and set priorities
- Excellent organizational and planning skills with a proven ability to problem solve
- Excellent customer service focus, with an ability to work collaboratively with others
- Ability to identify and propose solutions to drive efficiency or reduce manual tasks
- Strong verbal and written communication skills

### WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following:

- Our commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays



- Employee and Family Assistance Program
- We care a lot about your future and offer a defined contribution Registered Pension Plan.

#### HOW TO APPLY

Upload your resume: <https://fmfns.criterionhcm.com/jobs/293/1/76>

**Closing Date: Until Filled**

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