

# JOB POSTING



Job Title: **Health Services Administrative Assistant**

Position Type: Full Time; typically, Monday to Friday, 40 hours a week\*

*There will be times when hours will be changed to work Saturdays and/or Sundays.*

Location: Buffalo Point First Nation, MB

Buffalo Point Health programming provides community awareness and information on local health programs in addition to other geographical situations regarding health services.

## Duties:

- Administrative duties which may include program coordination
- Event and session planning
- Prepare correspondence, compile expense and statistical and other statements and reports as required
- Operate office equipment
- Greet visitors and telephone callers, route and resolve information requests.
- Set up activities; including but not limited to, carrying materials to site, furniture and equipment set up
- Proposal writing
- Research
- Perform clerical duties of a general nature according to established procedures
- Schedule travel, appointments and meetings
- Coordinate space and office organization; maintaining paper and electronic files
- Inventory Control
- Other related duties, as required

## Qualifications:

- Grade 12 High School Diploma
- Prefer formal post high school education with minimum two years previous work experience
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint) and internet applications and social media
- Demonstrated competency in keyboarding skills (40 wpm)

*Posting Date: January 8, 2018*

- Professional team player with ability to work efficiently, independently, effectively follow instructions and take initiative
- Great customer service skills
- Must be able to perform physical duties, which includes moving and working with all supplies & equipment
- Demonstrated effectiveness in coordination, organization and minute taking for meetings
- Highly organized and detailed individual with strong writing, proof reading, and verbal skills
- Ability to travel to attend training
- Must be adept at working with adults as well as able to engage with children.
- Maintain professional manner at all times
- Possess a neat and professional appearance
- Ability to be flexible and prioritize in a changing environment
- Ability to respect and promote a culturally diverse population
- Required to complete and pass Criminal Record Check
- Required to complete and pass Food Safety Course
- Required to Sign Confidentially Waiver and respect highly sensitive and confidential information with discretion
- Required to have a valid Province of Manitoba Class 5 Drivers License, and access to a personal vehicle to provide service within Buffalo Point

A competitive salary is being offered along with opportunities to learn and develop as we grow.

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

**\*How to Apply:**

Please forward your résumé and cover letter to [health@buffalopoint.mb.ca](mailto:health@buffalopoint.mb.ca) with "Health Services Administrative Assistant" as the subject header.

**Submission Deadline Date:** 8:00pm January 19<sup>th</sup> 2018

**BUFFALO POINT HEALTH**  
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