



Finding the good

INTERNAL POSTING

RECEPTIONIST/OFFICE ASSISTANT

Bulletin No. AD43

August 26, 2010

Administration Building

Receptionist/Office Assistant
80 hours bi-weekly (One year term)

Reporting directly to the Administration Services Coordinator, this position is responsible for providing reception and administrative support to the administration program.

Primary responsibilities of the position include:

- Respond appropriately and knowledgeably to all telephone and in-person inquiries
- Compose and type routine correspondence and reports
- Perform general office tasks (copying, laminating, courier, faxes, incoming/outgoing mail)
- Coordinate training/workshop notification system
- Order and maintain inventory of general office supplies
- Responsible for client admission and discharge process including file maintenance
- Perform basic accounting functions
- Ensure all filing and tracking systems are kept up-to-date
- Fire alarm reporting procedures
- Provide support to administration staff

Qualifications:

- 3 years' experience in an office setting, preferably in a treatment or school setting
- A certificate from a secretarial or administrative program would be an asset
- Demonstrated proficiency in Outlook, Word and Excel
- Accurate typing skills of 40 w.p.m.
- Excellent oral and written communication skills and strong organizational skills
- A positive attitude and an ability to interact effectively with youth, staff and guests
- Able to maintain confidentiality
- Able to establish priorities, work independently and keep organized
- Able to work in an environment with ongoing distractions and interruptions
- Ability to work effectively in a team environment
- Criminal Record and Abuse Registry checks

Deadline for applications:

September 7, 2010

Salary Range:

A2- Scale \$11.5158- \$14.8614 hourly

Please submit a cover letter and résumé, including references to:

Bulletin No. AD43

Human Resources

442 Scotia Street

Winnipeg, MB R2V 1X4

Or e-mail: careers@marymound.com

Candidates from Marymound will be given first priority

We thank all who apply and advise that only those selected for further consideration will be contacted.

Marymound is an equal opportunity employer