



# George M. Guimond Care Centre Inc.

Box 308, Pine Falls, MB R0E 1M0  
Phone (204) 367-2245 / 367-2246 Fax (204) 367-8516

**\*\* REPOST\*\***

## Employment Opportunity

<b>Position:</b>	<b>Administrative Assistant (6 month Term Position)</b>	
<b>Shifts:</b>	Monday to Friday (8:30 a.m. to 4:30 p.m.)	
<b>Rate:</b>	Competitive wage rate	
<b>Qualifications:</b>	<p><b>Education and Experience</b></p> <ol style="list-style-type: none"> <li>1. Completion of Grade 12 or equivalent.</li> <li>2. Recent related experience is required.</li> <li>3. Administrative certificate from a recognized college preferred.</li> <li>4. Demonstrated proficiency in computer applications and in particular Microsoft Office programs and Adagio software.</li> <li>5. Knowledge or training in office procedures.</li> <li>6. Two to three years related experience is required.</li> </ol> <p><b>Knowledge, Skills and Abilities</b></p> <ol style="list-style-type: none"> <li>1. Excellent communication skill both verbally and in writing is essential.</li> <li>2. Ability to operate required equipment.</li> <li>3. Ability to maintain positive working relationships in a team based working environment.</li> <li>4. Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, residents, visitors, Board Members, etc.</li> <li>5. Accurate typing skills.</li> <li>6. Demonstrated organizational skills.</li> <li>7. Ability to work with minimal supervision and frequent interruptions.</li> <li>8. Knowledge of regulations governing health services.</li> </ol>	
<b>Position Summary:</b>	Under the direction of the Administrator and Finance Officer, the Administrative Assistant is responsible for the clerical functions and administrative support of George M. Guimond Care Centre Inc. Primary responsibilities are to maintain a positive public image of George M. Guimond Care Centre Inc. by providing courteous and efficient reception services, providing administrative support and accurate clerical duties. The manner and behavior in which the Administrative Assistant carries out the specified duties is reflected on the facility, therefore, confidentiality, professionalism, empathy, courtesy and tact must always be maintained.	
<b>Application Deadline:</b>	<b>Open until filled</b>	
<b>Posting Date:</b>	May 1, 2020	<b>Start Date:</b> To be determined
<b>Submit Resume:</b>	George M. Guimond Care Centre Inc. Box 308 Pine Falls, Manitoba R0E 1M0 Fax: 204-367-8516 Email: gmgcc@mymts.net	
This position is subject to a Reference Check, Criminal Record Check with Vulnerable Sector, Child Abuse and Adult Abuse Registry Check.		