

West Region Treaty 2 & 4 Health Services

DAUPHIN SUB-OFFICE

Unit 16-2nd Floor
317 Main Street North
Dauphin, MB R7N 1C5
Tel: (204) 622-9400
Fax: (204) 622-9449
Toll Free: 1-866-385-9400

**PLEASE DIRECT ALL
CORRESPONDENCE TO
HEAD OFFICE**



HEAD OFFICE

SKOWNAN FIRST NATION
P.O. BOX 104
SKOWNAN, MB
R0L 1Y0

BRANDON IRS SUB-OFFICE

712-18th Street
Brandon, MB R7A 5B5
Tel: (204) 725-4394
Fax: (204) 725-2941
Toll Free: 1-866-385-9400

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West Region Treaty 2 & 4 Health Services-Jordan's Principle
is hereby seeking applications for:

Job Position: 1 FTE. Administrative Assistant
Winnipeg Sub-office

West Region Treaty 2 & 4 Health Services is an accredited First Nation organization that delivers a variety of Mandatory and Discretionary Health Care Services to the seven WRTHS area First Nation Communities.

Under the supervision of the Jordan's Principle Services Coordinator and in accordance with WRT 2&4HS Mission, Values, Goals, Policies and Procedures, the incumbent is responsible for effective, efficient, administrative support to the Jordan's Principle Team. Main functions include providing comprehensive confidential Administrative Assistant support to the Jordan's Principle Team. The incumbent will also perform reception and support and assist with daily office needs and our general administrative activities.

Position Overview

- Organizes and prioritizes independently, the administrative activities for the Jordan's Principle Team and ensures that all work is completed within established timeframes.
- Types, formats and proofreads a variety of material including: correspondence, minutes, agendas, manuscripts, policies, procedures, templates and form letters.
- Assists the Jordan's Principle Services Coordinator with the ongoing monitoring and analysis of operating budgets and expenditures and prepares ad hoc financial reports as requested.
- Takes initiative to handle matters and solve administrative problems not requiring the direct personal attention of the supervisor(s).
- Develops, maintains and updates a variety of databases including: data collection and entry, assisting with analysis and organization of information and assisting with preparation of reports.
- Performs payroll functions and monitors position control information including verifying information from ESFs, budget transfers, and following up on problems/discrepancies as required.
- Other Duties as required.
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Experience

- Two years directly related experience required.
- Experience scheduling and coordinating meetings required.
- Experience recording and preparing minutes and agendas.
- Experience maintaining spreadsheets and databases.

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- Previous healthcare experience preferred.
- Experience with email and computerized calendars.

Education (Degree/Diploma/Certificate)

- Complete high school education Manitoba standards, required.
- Formal training in applied office skills is required.
- A combination of education and experience may be considered.

Qualifications and Skills

- Typing speed 65 wpm.
- Proficiency with computerized systems (Microsoft Office Word, Excel, Access, and PowerPoint) required.
- Demonstrated ability to organize, assign and supervise the work of junior employees.
- Ability to compose correspondence on behalf of senior Directors/Managers.
- Excellent communication skills, verbally and in writing.
- Ability to prioritize a large workload and independently complete a variety of administrative duties.
- Ability to work in a fast paced environment and work effectively under pressure to meet deadlines.
- Demonstrated problem-solving skills.

Salary:

- Negotiable based on education and experience

Closing Date: August 19, 2022 by 4:30pm

Your cover letter and resume must clearly indicate how you meet the qualifications.

Resume Submission: Mail/Email to the attention of: West Region-Jordan's Principle

West Region Treaty 2&4 Health Services
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Dauphin Mb. R7N1C5
Email: kblackbird@wrtchealth.com
Fax: (204) 638-4689