



Tudor House

Personal Care Home

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“Accredited 2018-2022 by Accreditation Canada”



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Feb. 19, 2021

ADMINISTRATIVE ASSISTANT – Business Office

POSITION POSTING # 210219-01

1 – Full Time EFT Administrative Assistant Term Position (Out-of-scope Management Position)

Duration: Regular Full Time 1 EFT Term Position (80 hrs biweekly)

Probation: 3 months.

Hours of Work / Pattern: as scheduled or assigned normally between Monday to Friday 8:30-4:30, occasionally may be required to work additional overtime hours in special circumstances during the year to respond to important or critical management workload demands.

Responsible to: - Business Office Manager/ Chief Executive Officer

Responsible for: -the Administrative Assistant is responsible for providing administrative and business clerical services in order to ensure support for an effective and efficient administrative operation of the health facility. She/he shall work within the Business Office to assist the day-to-day the work of the Business Office Manager and the Chief Executive Officer, and other departments as required as well as the Board of Directors. Responsibilities may include a range of duties including, but not limited to, general Business Office Clerical, Receptionist, Payroll/HR Clerical Support, Accounting Clerical Support, Office Administration, Staff Ed, Board Support and special project-based work. The Administrative Assistant projects a friendly professional company image through in-person, telephone interactions and internet communications. Other duties as assigned. (*See Administrative Assistant Job Description for more detailed description.*)

Qualifications

Knowledge, Skills & Abilities:

-Education & Experience preference is high school graduate with a Certificate in Administrative Assistant with at least 2 years' experience as an Administrative Assistant or comparable experience in a Business Office Setting.

- A good grasp of English usage, spelling, grammar, punctuation & business correspondence. Familiarity with nursing/medical terminology would be an asset.

-**Knowledgeable and proficient use of business office software programs & coding. (Microsoft Office 365 Suite, Word, Excel, Outlook, Publisher, Access, Team App, Internet, network environment, Mailchimp, Adagio Accounting, Payroll, (Newsletter) etc.) * CRITICAL SKILLS (Applicant will be required to demonstrate skills)**

- Proficiency in the use of office equipment required. **Keyboarding skills of 50 wpm or better.** (Switchboard, Computer, Voice messaging systems, Facsimile machines, typewriters, Addressographs, Photocopier, Scanner, Security systems, etc...)

- Maintain Confidentiality of resident health, staff /personnel, and corporate information at all times.

Personal Characteristics:

- **Relationships:** maintain positive interpersonal skills and working relationships with public, resident families, Managers, CEO, and others both internally and externally from the organization.

-**Communication:** Excellent oral and written communication skills.(English)

-**Needs Assessment:** Anticipate, understand, and respond appropriately to needs of CEO, Managers, Residents, families, and external agencies.

-**Teamwork:** Work cooperatively and effectively with CEO, Business Office Manager, HR Payroll Coord. Staff Education Coord., managers and other departments to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.

-**Organization:** Good work ethic for quality and quality of work performance, excellent time management skills; work independently, attention to detail; good analytical and problem-solving skills, the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create/implement actions, plans and monitor progress towards goals; and ability to make clear, timely decisions.

- **Reliability & Dependability:** Must have good physical and mental health to meet the demands of the job.

Salary Range: -as per current Administrative Assistant Wage Scales (currently \$18.27 to \$21.17 hr)
Benefits: -as per Management Benefits Policies (when applicable, Pension Plan, Dental, Health Benefits, etc.)
Start: - March 1st, 2021 or as mutually agreed
Stop: - N/A

Letter of Application & Resume will be received by: “John Martyniw”, CEO/DOC jamartyniw@mytudor.ca until position is filled.

NOTE:

This position is subject to a satisfactory Employment References, Criminal Record & Adult/Child Abuse Registry Check and a satisfactory Medical Assessment Report. We thank all applicants. However, only those Applicants selected for an interview will be contacted.