



## **JOB POSTING #2021-782**

### **ADMINISTRATIVE ASSISTANT FULL TIME PERMANENT POSITION 1.0 E.F.T. - 40 HOURS PER WEEK**

The Administrative Assistant is a member of an interdisciplinary team providing client-centred care within Health and Community Services. This position is responsible for performing a variety of administrative and clerical functions including scheduling of staff, volunteers and learners; program administrative support including document management; payroll tasks; data collection and reporting; inventory control & ordering; and supporting meetings, training and workshops.

**START DATE:** Date of Hire

**HOURS OF WORK:** 8:30 A.M. – 4:30 P.M. Monday to Friday,  
includes some evenings and weekends

**STARTING SALARY:** \$17.552 – \$19.179 per hour

**PLEASE SUBMIT RESUME BY WEDNESDAY OCTOBER 13, 2021 TO:**

Klinik Community Health, 167 Sherbrook Street, Winnipeg, MB. R3C 2B7

Fax 772-7998 / e- mail: [jobs@klinik.mb.ca](mailto:jobs@klinik.mb.ca)

#### **QUALIFICATIONS:**

- Minimum three years office experience
- Minimum typing speed of 60 words per minute
- Demonstrated attention to detail in daily work
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher and Outlook)
- Proficient in email and Internet Explorer (or other search engines)
- Experience in Accuro (EMR-electronic medical record) required; WordPress, Payworks, bookwhen, and iCarol are assets
- Knowledge of medical terminology
- Excellent organizational skills
- Demonstrated ability to work independently and as a member of a team
- Demonstrated telephone skills with the ability to handle many tasks, information and requests simultaneously
- Knowledge of community health services an asset

#### **RESPONSIBILITIES:**

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- Provides administrative support
- Word processing
- Minute taking and transcribing
- Compiles resources for meetings, workshops and trainings
- Coordinates promotion and registration for workshops and trainings
- Develops, coordinates and maintains office and administrative systems as directed.
- Responds to telephone enquiries
- Other administrative duties as may be assigned by the Director: incoming/outgoing mail
- Recommends system improvements/developments to Director
- Maintain standard stock of supplies, equipment, forms, brochures, and other printed material as required
- Preparation of timecards
- Updates to website(s)
- Ensures accurate collection and calculation of monthly statistics
- Performs Agency Assistant relief when required
- Other administrative duties as may be assigned by the Director:
  - Medical billing
  - Document Management (EMR)
- Compiles resources for needed health services packages
- Participates in program planning, evaluation and quality monitoring including daily statistics
- Responsible for performance of other functions as requested by the Director or Manager of Health Services
- Works in conjunction with all Klinik staff and external agencies as is appropriate to ensure an inter-disciplinary approach to meeting health care needs

**Other**

- Participates in training courses and in services as required, offered elsewhere and by Klinik in order to maintain and improve quality of service
- Attend staff meetings as required
- Participate in formal self-evaluations by identifying strengths and limitations
- Seek appropriate supervision/consultation of own actions
- Adheres to all agency policies, procedures, protocols and promotes best practice

**Working Environment and Physical Abilities:**

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- Work environment consisting of an office building
- Work areas may be in the public areas of the building
- May be required to sit for long periods of time
- May be required to move items weighing up to 12 kg

**Klinik is a pro-choice community health centre  
and supports the principles of diversity, inclusion and cultural awareness.**  
Thank you for your interest. Only candidates selected for an interview will be contacted.

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