



## EMPLOYMENT OPPORTUNITY

---

**JOB POSITION:** RECEPTIONIST / ADMINISTRATIVE ASSISTANT

**TERMS:** Permanent (Full Time), Weekdays (Monday – Friday)

**SALARY:** We offer competitive wages and training. To be negotiated in the interview.

**ROLE AND DUTIES:**

- Administrative support to Director of Operations and management team
- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from dictation or handwritten copy
- Booking client appointments, meetings, client transportation and scheduling logistics
- Basic book keeping and record keeping in conjunction with entering and tracking of invoices and client funds
- Managing and updating employee and client databases
- Set up and maintain manual and computerized filing systems
- Answer telephone and electronic inquiries and relay telephone calls and messages
- Interacting/communicating daily with residents, staff, therapists, practitioners and other healthcare providers.
- Communicate/Liaison information between TLC offices
- Ordering office, cleaning supplies and maintain inventory
- Arrange travel schedules and make reservations
- Distribute incoming mail and prepare outgoing mail

**DESIRED ASSETS:**

- Completion of one or two-year college or other program for administrative assistants or previous administrative experience in a similar role
- Training and experience with financial/accounting a strong asset
- Proficiency with MS Office: Windows, Word, Excel, PowerPoint, Outlook; Web browsers and email
- Excellent keyboarding skills
- Advanced communication skills, both written and verbal in the English language
- Detail oriented, extremely well organized, and able to manage time and multi-task to accomplish multiple tasks with conflicting priorities and timelines
- The ability to work in a fast-paced environment
- A warm and friendly demeanor with good people skills

Please forward your cover letter and resume by **4:00 pm May 5, 2019** to:

**Debby - Human Resources Department**  
**RE: Admin Assistant Position Competition #0034158-75**  
**Transitional Living Centres**  
**373 River Avenue, Winnipeg, MB R3L 0B5**  
**Fax: 204.334.7040**  
**E-mail: debby@tlcwinnipeg.ca**

We thank all applicants for their interest in TLC; however only those selected for an interview will be contacted. Unfortunately, we cannot accept any telephone inquiries on the status of your application.

---