



SERDC

Southeast Resource Development Council Corp.

Head Office:

Box 30
Scanterbury, MB. R0E 1W0
Tel: 204.766.2386 Fax: 204.766.2716

Winnipeg Office:

5th. Floor - 360 Broadway Avenue
Winnipeg, Manitoba R3C 0T6
Tel: 204.956.7500 Fax: 204.934.0374

One Full Time Health Service Administrative Assistant

Southeast Resource Development Council Corporation (SERDC) Health Services is seeking a motivated, experienced, and energetic individual for our organization to fill the role of Health Administrative Assistant.

SERDC Health is accredited by the Canadian Accreditation Council to provide exceptional 2nd level services to eight or more First Nation Communities in Manitoba. We are community-focused, community driven, and seeking enthused individuals to make a difference in First Nations Health.

This position will primarily be responsible for preparing correspondence, reports, statements, and other material, operate office equipment, answer telephones, and perform clerical duties of a general nature according to established procedures. The Health Service Administrative Assistant will perform administrative duties ranging from general office tasks to acting as special assistants in a particular unit – such as Mental Wellness.

Responsibilities

- Act as the point of contact between the SERDC Health Services team and internal/external clients, stakeholders, SERDC leaderships, federal/provincial levels of government and other Aboriginal organizations.
- Fill in as requested for the 6th floor SERDC reception and act as the point of contact between the SERDC management team and internal/external clients, stakeholders, SERDC leaderships, federal/provincial levels of government and other Aboriginal organizations.
- Greet and welcome guests professionally upon their arrival and offer refreshments.
- Have Initiative, confidence, and good judgment to be able to work independently with minimal direction and respond effectively to issues that arise in the absence of management.
- Answer the phone in a timely manner and direct calls to the correct offices, record messages as needed.
- Handle requests and queries professionally, appropriately, and efficiently.
- Orient staff members in computer applications and troubleshoot hardware and software problems when requested or assist in assigning appropriate technical support.
- Maintain staff itineraries and attendance reports for all Health staff, submit attendance reports and ensure all leave forms are submitted
- Arrange meetings and appointments and provide reminders as required.
- Prepare agendas, attend meetings, and record/transcribe minutes as requested.
- Prepare purchase orders as needed
- Type/edit various documents using Microsoft Office.
- Maintain the established documentation and filing system.
- Prepare Intranet documents and assist in the maintenance of company websites
- Operate and assume responsibility for maintenance of office equipment (e.g. photocopier(s), scanner, fax machine, voice mail & messaging systems).
- Maintain office supplies by checking inventory and order items.
- Receive and distribute courier and mail deliveries to appropriate SERDC personnel.

- Coordinate/manage boardroom schedules with 6th floor administrative staff according to rental agreements.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by your supervisor and the leadership of SERDC.

Qualifications/Skills

- Graduate of an administrative program
- Office Clerk experience
- Medical terminology is not required at this time, future training can be arranged
- Proficiency in Microsoft programs

Essential:

- Capable of working independently and as part of a team
- Knowledge of Federal/Provincial Health Care Systems
- Strong organizational skills
- Strong interpersonal and communication skills
- Deals effectively with the public, staff, and First Nations
- Prioritize and organize workload
- Knowledge of SERDC and its member First Nations
- Knowledge of FNIHB funded programs and various related program processes, practices, and methods
- Adhere to SERDC policies and procedures.
- Demonstrate professionalism in all working environments, including social media
- Maintaining confidentiality
- Valid MB Driver's License with access to a reliable vehicle

Knowledge, Skills and Abilities:

Computer Proficiency

- Word processing, Databases, Presentation software, Spreadsheets, E-mail, Internet

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Health Services Administrative Assistant. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Ability to speak Ojibwe an asset
- Be flexible, dependable, and reliable
- Demonstrate sound work ethics & judgement

Working Conditions

- Work in an office environment
- Work a standard work week of 8:30 to 4:30
- May be required to work some overtime hours to meet deadlines and during specific periods

- Willing and able to travel as required

Physical Requirements

This job is generally not physically demanding however, some small lifting of office supplies and presentation materials may be required. This position may also do repetitive tasks with few breaks and focus for long hours at computer screen. Ability to lift at least 50lbs, or as agreed directly within employment agreement with direct supervisor.

We offer:

SERDC recognizes the importance of building an exemplary service delivery organization that is equal, inclusive, and reflective of the population it serves. Preference will be given to qualified SERDC or First Nation members who voluntarily self-declare in their application.

This is a Full-Time position located in our Winnipeg office. We thank all applicants for their interest in this position, however only those selected for interviews will be contacted.

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Deadline for application: **Open until filled**

Please send current resume in confidence to:

Director of Human Resources

6th Floor – 360 Broadway Avenue

Winnipeg, MB R3C 0T6

Email: employment@serdc.mb.ca

Phone: (204) 956-7500

Fax: (204) 956-7382