



## JOB POSTING

Full Time Health Services Administrative Assistant  
Buffalo Point First Nation, MB

*Buffalo Point Health programming organizes and administers health activities and provides community awareness and information on local health programs in Buffalo Point and other nearby communities. In specific programs, client care is also provided. The Administrative Assistant is responsible for the coordination and provision of administrative support to Buffalo Point Health & Wellness staff.*

### Duties:

- Administrative duties which may include assisting with program coordination
- Prepare correspondence, compile expense and statistical and other statements and reports as required
- Operate office equipment
- Greet visitors and telephone callers, route and resolve information requests.
- Set up activities; including but not limited to, carrying materials to site, furniture and equipment set up
- Assist with proposal writing & research
- Perform clerical duties of a general nature according to established procedures
- Schedule travel, appointments and meetings
- Coordinate space and office organization; maintaining paper and electronic files
- Inventory Control
- Other related duties, as required

### Qualifications:

- Grade 12 High School Diploma with formal post high school education with minimum two years previous work experience
- Excellent understanding and application of MS Office Programs and demonstrated competency in keyboarding skills (40 wpm)
- Professional team player with ability to work efficiently, independently, effectively follow instructions and take initiative, ability to be flexible
- Demonstrated ability to meet the physical and mental demands of the job
- Highly organized and detailed individual with strong communication skills
- Excellent employment record and able to work flexible hours on occasion
- Ability to respect and promote a culturally diverse population
- Required to complete and pass Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check
- Required to have a valid Province of Manitoba Class 5 Drivers License, and access to a personal vehicle to provide service within Buffalo Point

**Closing Date:** Open until suitable candidate is found

**How to Apply:** Forward your résumé and cover letter to [lgreen@buffalopoint.mb.ca](mailto:lgreen@buffalopoint.mb.ca) with "Health Services Administrative Assistant" as the subject header.

*We thank all candidates for their interest; however, only those selected will be contacted for an interview.*

**Buffalo Point Health**  
60 Buffalo Point Road Buffalo Point, MB  
**Health@BuffaloPoint.mb.ca**  
**204.437.3001**