

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

| POSITION              | ASSISTANT MANAGER  |
|-----------------------|--|
| JOB NUMBER            | 3819   |
| NUMBER OF POSITION/S  | 1  |
| NOC CODE              | 3414   |
| CLOSING DATE          | 2020-11-23   |
| LOCATION              | St. James-Assiniboia   |
| ACCESSIBLE BY TRANSIT | Yes  |
| HOURS PER WEEK        | 40   |
| HOURLY WAGE RANGE     | \$13.50 - \$16.50  |
| WAGE DETAILS          | Based on Qualification and Experience.   |
| JOB TERMS             | Full time  |
| JOB DESCRIPTION       | <ul style="list-style-type: none"> <li>- The successful applicant must be fluent in spoken and written English and must have demonstrated capability dealing with various people demographics.</li> <li>- Knowledge and experience in the use of Accuro EMR (Electronic Medical Records) is desirable, however, training will be provided to the candidate that is hired. - - Computer usage knowledge is very essential since we are a 99% electronic environment. - - -</li> <li>- Applicants that have previous experience in an Optometric Clinic environment will be an advantage, however, the individual hired will be provided the necessary training for successful transition to our environment.</li> </ul>   |
| JOB DUTIES            | <ul style="list-style-type: none"> <li>- Assist the Human Resource Manager and/or the Office Manager in all administrative office functions and duties designated</li> <li>- Handle intra communication and external communication in a timely manner</li> <li>- Implement new initiatives by the Human Resource Manager and/or the Office Manager in office and clinic improvements</li> <li>- Enhancements in procedures and processes initiated are successfully implemented and these activities are monitored appropriately</li> <li>- Ensure the day-to-day office and clinical operations are completed in a timely manner</li> <li>- Supervise and conduct performance reviews of Staff under the supervision of the Office Manager</li> <li>- Perform other administrative duties that may be required and may vary as to administrative requirements arising from process and procedure changes</li> <li>- Support Staff functions in their roles and responsibilities</li> <li>- Assist in Staff functions in case of any Staff Member being absent due to illness and/or vacation</li> <li>- Provide feedback to the Office Manager for any procedure and process deficiencies and resolutions to fulfilling requirements for functional effectiveness and efficiencies</li> </ul> |

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| <b>JOB DUTIES</b>                                | <ul style="list-style-type: none"><li>- Ensure that General Accounting principles along with Financial scrutiny is adhered to and practiced at all times</li><li>- Report to the Assistant Human Resource Manager/Office Manager</li></ul>   |
| <b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b> | <ul style="list-style-type: none"><li>- The successful applicant must be fluent in spoken and written English and must have demonstrated capability dealing with various people demographics.</li><li>- Knowledge and experience in the use of Accuro EMR (Electronic Medical Records) is desirable, however, training will be provided to the candidate that is hired. - - Computer usage knowledge is very essential since we are a 99% electronic environment. - - -</li><li>- Applicants that have previous experience in an Optometric Clinic environment will be an advantage, however, the individual hired will be provided the necessary training for successful transition to our environment.</li></ul> |
| <b>APPLICATION PROCESS</b>                       | <p>Send targeted resume<br/>Apply through your CC</p>  |
| <b>APPLICATION DETAILS</b>                       | <p>Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicated the job number and the title in your application.</p>   |
| <b>JD</b>  | <p>Norm Mayer</p>  |