



Administrative assistant (NOC 13110)

Description

Company Profile:

Aurora Recovery Centre is a premier addiction recovery centre located one hour north of Winnipeg in Gimli, Manitoba. We are a compassionate, understanding recovery community that will support you from the time you walk through our doors and throughout your lifetime of recovery with our continuum of care. With a clear understanding of what you're going through and how to get through it, our care is built on the fact that addiction is a treatable illness. From our individualized treatment to experienced staff, day one of your lifelong journey in recovery starts here.

Note for employment target groups:

Aurora Recovery Centre is committed to providing all job applicants with equal employment opportunities and promoting inclusion, including self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Older workers, Veterans, Visible minorities and Youth. You are encouraged to apply for this posting position.

About this job

Closing Date

February 28, 2025

Categories

Business, Finance and Administration

Employer

Aurora Recovery Centre

Location

Rural

Address

2025 Lakeside Road PO Box 1997
Gimli, ROC 1B0

Job Type

Full-time

Education Level

High School

Email

anthony@aurorarecoverycentre.com

Location: Gimli, MB R0C 1B0

Salary: \$25.00 hourly

Hours per week: 30 to 40 hours per
Week

Terms of employment: Permanent/Full
time

Start date: As soon as possible

Website:
<https://aurorarecoverycentre.com/>

Duties

Responsibilities

- Arrange and co-ordinate seminars, conferences, etc.
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Perform data entry

- Provide customer service
- Maintain and manage digital database

Qualification

Qualifications

- Experience and specialization

MS Office

- Education

Secondary (high) school graduation certificate

or equivalent experience

- Experience

2 years to less than 3 years

Additional information

- Security and safety

Criminal record check

- Work conditions and physical capabilities

Ability to work independently

Attention to detail

Repetitive tasks

- Benefits

Health benefits

Dental plan

Health care plan

Paramedical services coverage

Vision care benefits