

Administration/Clerical Typist/Receptionist

We select dedicated people just like you to care for our clients, those who offer compassion, knowledge and commitment to the treatment, progress, outcomes and lives of our clients. We are motivated to employ individuals who are passionate about what they do and, are naturally driven to uphold our client-centered approach, contribute to best-practice solutions and a desire to take their careers to the next level within Carewest.

We are one of Canada's largest public healthcare providers of complex continuing care, rehabilitation and recovery services, and a wide variety of community programs for seniors and adults under the age of 65. With 13 locations across Calgary and a team of over 2,600 employees, we offer a diverse, interdisciplinary and expert community of health care professionals. Our innovative practices allow for optimal opportunities to learn, grow and excel with us.

Carewest has been recognized as one of **Alberta's Top Employers** for the past four years in acknowledgement for our commitment to promoting a strong work/life balance, providing competitive salaries & benefits, and the promotion of teamwork in a collaborative healthcare environment. If you share our vision and are dedicated to joining our growing team, please review our open positions and apply today!

Under the general direction of the Administrative Secretary, this causal fulfills the reception and clerical support responsibilities to the Site and generates letters, reports and other important documents. As the first point of contact for all visitors to the Site, this position exemplifies customer service. This involves greeting and assisting visitors, answering the telephone and directing inquiries as required in a professional and courteous manner. Key accountabilities include; developing, formatting and editing materials for review such as correspondence, reports, memos, minutes, forms, etc., ordering, receiving and maintaining office supplies. Other responsibilities include, scheduling meeting rooms and equipment, scheduling and booking appointments (e.g. meetings, immunization), high volume of data entry and ensuring work area has all the relevant and up-to-date policy/procedure manuals, etc. Responsible for other related duties as required.

Qualifications:

- High School diploma required
- Graduation from a recognized administrative/office management program an asset
- Minimum 2 year of reception/clerical experience required
- Intermediate computer skills required (MS Word, Excel, PowerPoint, Outlook & Publisher)
- This position requires high attention to detail, accuracy and ability to work with minimal supervision
- Excellent customer service, communication and organization skills required