

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!

## Administrative Secretary Competition 2017-0098

Reporting directly to the Director, Operations this Regular Full Time position at our Garrison Green location is a leadership position providing direction, coordination and oversight to the Site's clerical positions. Key accountabilities include; supervision of clerical positions, preparing management and administrative staff's payroll, processing financial transactions, track and maintain detailed internal and external audit information. This position is also responsible for preparing expenditures and statistical reports, assisting in presentation preparation, production of site correspondence and project and event planning. Responsible for other duties as required.

### Qualifications:

- Recognized certificate/diploma in Office/Business Administration required
- Minimum 5 years of senior administrative experience required
- Advanced computer skills required
- This position requires high attention to detail, initiative and the ability to work with minimal supervision
- Excellent communication skills and a professional demeanor are required