

 **Apply Here**



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!

## Asset Database Analyst Competition 2017-0911

Reporting directly to the Director of Finance, this Regular Full time position at our Southport location is responsible for all aspects of the management and analysis of E-Facilities including:

- Coordination and oversight of the Asset management within e-facilities;
- Creation of new assets in system, including Preventative Maintenance program
- Training of Physical Plant Services (PPS) and administrative staff on system
- Preparing reporting from system to help assess Physical Plant Services (PPS) performance
- Updating and building customizations within e-Facilities
- System issue resolution
- Support/training for Oracle for administrative and PPS staff (iProcurement, PO generation, etc),
- Provides training to PPS staff as a part of Orientation (Day 2)
- Point of contact for users in regards to e-facilities , Oracle questions
- Providing administrative support to members of the portfolio

### Qualifications:

- University degree in related field or completion of a recognized post-secondary certificate
- Minimum 3 years Asset Management experience required, preferably in a multi-site unionized environment
- Advanced computer skills in Microsoft programs, specifically Excel, Word, Visio, and Power Point are required
- Strong organizational, communication (verbal and written) and interpersonal skills are required
- Experience with Oracle and e-facilities would be an asset