



COLLABORATION - HOSPITALITY - EXCELLENCE - RESPECT

## St. Amant - Administrative Assistant 31 Hours Bi-Weekly

St. Amant embraces the goal of Jordan's Principal to ensure that all children with disabilities have access to the health and social services they need in a timely manner. We are currently recruiting an Administrative Assistant to support this initiative.

This position is based in Winnipeg.

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### Position Summary:

The Administrative Assistant is an integral part of the service delivery team. The Administrative Assistant contributes to the development, modification and implementation of service area goals, objectives, policies, procedures and standards. The Administrative Assistant is responsible for the compilation, organization, and dissemination of clinical and administrative data related to the service area and assisting in the preparation of reports and presentations in a variety of formats.

### Qualifications:

- Grade XII diploma or certificate
  - Administrative Assistant or Secretarial training at a community college or career college level, with emphasis computer applications and office procedures
  - Knowledge of medical terminology is an asset
  - Previous experience as an administrative assistant or secretary
  - Previous experience working in a healthcare setting
  - Skilled in the use of current software tools and applications including; Excel, Word, PowerPoint, Publisher, Access, and Outlook
  - Strong organizational and communication skills (written and oral)
  - Previous experience working within Indigenous communities / cultures is an asset
  - Knowledge of an Indigenous culture and language would be an asset
  - Bilingual in French and English is an asset
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This is a preference competition. All applicants are encouraged to apply, however preference will be given to Indigenous candidates. We encourage Indigenous applicants to self-declare in their attached cover letter.

To apply visit: [stamant.ca](http://stamant.ca)

If you encounter technical challenges submitting your application online, please contact St. Amant for assistance (204-256-4301, ext. 7046) or email your resume to [jobs@stamant.ca](mailto:jobs@stamant.ca)

We thank all applicants, but only those chosen for an interview will be contacted.

### About Us

A non-profit organization, we offer programs & services to support over 1600 children and adults with developmental disabilities and autism and their families. We are committed to delivering person and family centered supports through individualized programs and services. St. Amant is guided by its core values of collaboration, hospitality, excellence and respect.

Visit St. Amant online at [www.stamant.ca](http://www.stamant.ca).