

Office Administrator

At Silver Lining Care, we bring hope, life and joy to our clients by being an extension of family. We provide care to enable our clients to live as independently as possible. Whether you're in direct contact with clients or part of the office team, you are family to us and you matter.

We are searching for an Office Administrator in our Steinbach office to work guaranteed 20 hours per week with flexibility to 28 hours/week as needed. Among other things, this person that will create care teams through effective recruitment, provide administrative support to team members, exercise good judgment and confidentiality.

Responsibilities:

- Participate in the recruitment process including interviews.
- Prepare hiring and orientation packages.
- Process wage increases and employment administration.
- Assist with training events and attend job fairs.
- Attend and participate in team meetings while tracking minutes.
- Conduct various audits and generate reports.
- Manage and maintain all office supplies and filing.
- Handle email, mail, call center entries.
- General administrative tasks as needed.

Qualifications:

- 1-2 years experience in an administrative role.
- Proficiency with MS Office.
- Natural multi-tasker with excellent organizational abilities.
- Strong written and verbal communication skills.
- Ability to create and maintain meaningful relationships.
- Exercise sound judgement and confidentiality.
- Superb attention to detail.
- Strong problem-solving abilities and critical thinking skills.
- Able to support the culture and values of the company.
- Previous human resources experience is an asset.

Benefits:

- Health, dental and vision group benefits
- Matching RRSP

Please check out our webpage for more information at: <https://silverliningcare.ca/>

Please submit your cover letter and resume to:
Eileen Krueger, Human Resources Consultant
EBMCareers@gmail.com

Your application will not be deemed complete unless a cover letter accompanies your resume.
Thank you for your interest.