



ESKASONI HEALTH CENTRE IS HIRING: OFFICE MANAGER

Reporting to the Director of Health, the incumbent is responsible for the management and oversight of administrative and receptionist/secretarial duties and responsibilities related to the day-to-day operation of the Health Centre. Under the direction of the Health Director, the Office Manager shall complete daily office and management duties including scheduling, training, and coordination of administrative staff.

Key Responsibilities Include:

- ✓ Oversight and coordination in ordering of supplies in all departments and ensure storage facilities are kept in organized manner and direct workforce to maintain.
- ✓ Reinforce implementation of policies and keep Eskasoni health centre social media pages and educational screens (all programs under health) up to date with daily posts and sharing of related information related to Eskasoni band operations and its departments.
- ✓ Work collaboratively with Health director and departmental directors/managers to ensure the workflow requirements are met in all departments.
- ✓ Provide direction and updates to hired security services and the roll they provide in protecting and managing the flow of patients obtaining services at the Health Centre.
- ✓ Implement an effective and secure filing system for the Eskasoni health centre.
- ✓ Responsible to oversee Janitorial staff and schedules for all facilities under health centre umbrella.
- ✓ Management of the reception and waiting areas.
- ✓ Schedule and arrange appointments on behalf of the Health Center staff and internal/external organizations renting space from the Health Center.
- ✓ Assist in making the arrangements for meetings and events at the Old Health Center.
- ✓ Completes reports, statistics, travel expenses and other budgetary items and correspondences as directed.
- ✓ Assists in program planning and evaluation.
- ✓ Maintain, compile and submit reports, statistics, paperwork and employment related paperwork/forms/statistics/proposals and requested information within the identified timelines;

Successful Candidates will have:

- Knowledge, and experience of community services and organizations.
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals within the organization.
- Excellent verbal and written communication skills with an ability to communicate complex information.
- Ability to take meeting notes, draft and edit a variety of written materials.
- Possess good keyboarding/computer/data analysis and bookkeeping skills.
- Be knowledgeable about numerous software programs such as ACCESS, EXCEL, Microsoft Word, Word Perfect, Simply Accounting etc ;
- Ability to carry out administrative and procedural actions as directed by the managerial and professional staff;
- Possession of a valid driver's license;
- Provide a Criminal Records check and Child Abuse Registry check;
- Ability to work independently and expeditiously under tight timeframes and competing priorities;
- a minimum of three to five years of previous administrative management or clerical experience (industry standard for an office manager) or
- a university degree / college diploma in administration or business and one to three years of previous administrative management or clerical experience.

How to Apply: For more information and a full job description visit www.eskasonimentalhealth.org . Applicants should send a CV and cover letter to jobs@eskasonihealth.ca by November 26, 2021. While we sincerely appreciate all applications, only those candidates selected for interviews will be contacted. **Please note:** selected candidates **will be required to submit** to a Criminal Records Check and Sexual Abuse Registry.