Facility Assistant  
1.0 EFT Permanent

Working closely with the Executive Directors, the Facility Assistant will assist with building operations (i.e. equipment, facility) in coordination with the other partners in Access NorWest and other NorWest program sites. This includes inventory management, and ordering/purchase of office equipment, furnishings, office and medical supplies. The Facility Assistant will act as a liaison with maintenance crews, property managers, cleaning companies, security companies, and other vendors/services as required for day to day operations and special projects such as building renovations. The Facility Assistant will also provide a range of administrative support to various members of the Management Team and NorWest programs/sites.

Qualifications

• A post-secondary Diploma/Certificate in an applicable field required, with a focus on Office Administration and/or Project Management preferred
• Minimum 2 years administrative experience
• Previous experience in assisting facility management in a medical office/health clinic setting required.
• Previous experience providing administrative support in a project management environment an asset
• Experience in healthcare and/or non-profit settings an asset
• Experience and knowledge working with diverse staff, programs and client populations
• Excellent communication and organizational skills
• Ability to multi-task in a fast-paced environment
• Adaptable, flexible character with creative problem solving aptitude
• Exceptional customer services skills
• Experience ordering supplies, inventory and procurement management
• Ability to work collaboratively within an interdisciplinary team environment
• Knowledge of computer/printer, telephone/communication, IT, AV and building security/alarm systems
• Experience with building safety, security and workplace health and safety procedures an asset
• Physical ability to manage moderate lifting and carrying
• Child/elder abuse and criminal records check required
• Valid driver’s license and access to a vehicle
• Proficient use of MS Office 365

Submit application by October 26, 2020, in confidence to:

Trina Raine,
CPHR HR Coordinator
NorWest Co-op Community Health
785KeewatinSt Winnipeg, MBR2X 3B9
traine@norwestcoop.ca

NorWest Co-op Community Health welcomes applicants with diverse backgrounds. We thank everyone who expresses interest but only those selected for an interview will be contacted.