



Misericordia Health Centre Foundation is Hiring an Administrative Coordinator!

MHCF is seeking an enthusiastic self-starter to join our collaborative and supportive team! The Administrative Coordinator role would be perfect for you if you are seeking an encouraging and impactful work environment. Our ideal professional is detail-oriented, tech savvy, personable, and ready to hit the ground running to assist the team!

Your role:

- First point of contact for all incoming phone calls, emails and visitors;
- Provide support to management and aid with various administrative duties;
- Schedule and organize meeting logistics;
- Accept and distribute mail;
- Organize and order supplies, oversee maintenance of equipment;
- Database management;
- Accounts receivable and payable; and
- Fundraising event support.

Your skills:

- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.);
- Three plus years of office experience;
- Knowledge of and high aptitude for technology;
- Advanced organizational skills, professional demeanour, and the discipline to learn and create new processes;
- Excellent attention to detail and accuracy; and
- Commitment to the highest standards of customer service and professionalism with knowledge and understanding of donor care in a fundraising environment.
- Raiser's Edge experience would be considered an asset.

MHCF offers:

- Flexible work environment with a competitive salary and benefits package.
- Support for professional development and learning opportunities.
- The opportunity to work with a small, caring, and collaborative team making meaningful impacts on the health and well-being of our community!

If you are ready for an exciting opportunity and a new challenge, apply today! Please submit your resume and cover letter with salary expectations to: MHCFoundation@misericordia.mb.ca

This is a full-time, permanent position and is subject to a Criminal Record Check and Adult Abuse Registry Check. Occasional evening and weekend work will be required.

Posting close date: Friday, August 11, 2023 at 4 p.m.

