



**Opaskwayak Health Authority
Rod McGillivray Care Home
EXTERNAL Job Posting
Executive Assistant**

Rod McGillivray Memorial Care Home is seeking a qualified individual to fill the role of **Full Time Executive Assistant**.

Job Summary:

Reporting directly to the Care Home Administrator, the Executive Assistant provides general administrative support, Care Home Administrator support, Accreditation & Licensing Nurse Educator support, board of directors' support; works in a multidisciplinary team; follows RMMCH policies and procedures; participates in committees as required; & may assist with other duties within the scope of the department.

Position Requirements:

- Grade 12 Diploma or GED Equivalent
- Office Assistant or Administrative Assistant Certificate, or other related courses
- Minimum two years of directly related experience
- Intermediate to advanced user of Windows operating system; Microsoft Office Suite – Word, Excel, Outlook, PowerPoint
- Satisfactory employment record including attendance at work

Closing Date: August 21/25, at 4:00 pm. No late submissions will be accepted.

Applications Must Include:

- **Cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- **Adult Abuse Registry Check – no more than a year old**
- **Criminal Record Check with Vulnerable Sector – no more than a year old**
- Copy of **credentials** (licenses, training, education) related to the position
- Three **professional letters of reference** (colleague, supervisor or manager) or contact information for same (include position/title, current place of employment, phone number & email)
- **Personal contact information** (phone & email)

Your application will not proceed to an interview without this information. Please note that only those selected for an interview will be contacted.

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to current OHA employees and Indigenous applicants. Applicants are requested to self-declare at the time of application.

To apply, please submit your application to:

Human Resources

Rod McGillivray Care Home

Box 10790, 56 Kiche Maskanow Road, Opaskwayak, MB R0B 2J0

Email: hr@ocnhealth.com

Please mark all correspondence **"CONFIDENTIAL"**.