

## **Administrative Assistant**

The Opticians of Manitoba, 1080 Portage Avenue, Winnipeg, MB R3G 3M3

You are looking for a job where you can use your administrative skills and experience to bring about a positive change in people's lives.

You want to work independently, and you need a job with some flexibility.

This is the job you are looking for.

The Opticians of Manitoba is a regulatory body, overseeing opticians who are licensed in Manitoba. The Opticians of Manitoba ensures that when Manitobans need help with their vision and require eyewear, they receive safe, competent, ethical care from these professionals.

If you have administrative skills and want to do meaningful work, read on.

## **Administrative Assistant**

Your primary goal in this role is to support the daily operations of the Opticians of Manitoba(OOM). You will achieve this through three main areas of responsibility:

### Reception

You will be the face and voice of the Opticians of Manitoba, answering enquiries from the OOM registrants and the public. You will communicate with these people in person, on the telephone and over the internet. Your communication skills, interpersonal skills and analytical mind will help you to excel in this area.

### Administration

You will be the heart of the OOM'S operation. The OOM deals with a large amount of specialized documentation and information, both in hard-copy and digital format. It is crucial that these are handled properly, efficiently and according to protocol. You will handle records, bookkeeping, reports, web pages and databases. Your attention to detail, time management skills, analytical mind and drive to learn will be assets.

### Support

The College puts on events for the registrants 3-4 times through the year. You will not be expected to run these events but you will manage registration and support the office in ensuring that the logistical details are addressed as needed. You will also be required to attend the events and provide the needed support. The OOM Council and some Committees meet monthly. You will also be expected to attend approximately 2 meetings a month in the evening from home by teleconference to provide support and take minutes. You will be given the choice of taking time back or being compensated for these meetings at the overtime rate of time and a half. This element of the position will require flexibility and an impeccable work ethic.

The OOM operates on a yearly cycle, which adds variety to an otherwise predictable daily routine. Once you get a sense for the yearly pace, you will be relied upon to make operations more efficient and effective. You can make a difference here.

## **Working at the OOM**

This is a 4 day a week position, 9-5 pm with an hourly wage of \$18 - \$20, commensurate with experience. The OOM offers a generous benefit plan and holidays. Work/life balance are highly valued, and there is flexibility for employees with family commitments.

The OOM's staff is a small, supportive team and there are also many volunteers who are opticians who volunteer their time to sit on Council and committees. This information-driven work is extremely meaningful because a job well done has a powerful, positive impact on individuals and families across Manitoba and the professionals who serve them.

## **Qualifications**

- Experience working in an administrative role
- Experience working in an office environment
- Knowledge of basic bookkeeping procedures
- Experience using the Microsoft Office Suite, including Outlook, Excel and Word.
- Experience using the internet for communication and research
- High School Diploma
- Experience using Sage 50 accounting an asset
- Diploma or courses in business administration or a related field an asset

## **How to Apply**

You can apply on line at [oom@optm.ca](mailto:oom@optm.ca) or you can mail your application to the Registrar Opticians of Manitoba, 1080 Portage Avenue, Winnipeg, MB R3G 3M3. **The deadline for applications is April 28, 2018.**

We value diversity and inclusion and encourage all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us and ask for assistance.

We will review applications following the deadline and look forward to hearing from you. Please note however that we thank all who apply but only those selected for an interview will be contacted.