

St. Boniface Hospital Foundation, one of Canada's leading fundraising organizations, is looking for an **ADMINISTRATIVE ASSISTANT/RECEPTIONIST to join their dynamic fundraising team.**

ADMINISTRATIVE ASSISTANT/RECEPTIONIST

This position is responsible for providing a full and wide range of daily administrative support to staff, and quality donor service both internally and externally, with the purpose of promoting a positive image of the Foundation, while maintaining the mission of the St. Boniface Hospital Foundation.

QUALIFICATIONS/REQUIREMENTS

Leader and team player with demonstrated exceptional customer service skills and the ability to work independently, exercise good judgement, and initiative. Grade XII education with 1 year prior work experience. Bilingual, English and French (written and verbal). Proficiency in use of Microsoft Word, Excel, and Outlook. Knowledge of Raiser's Edge or other database software is an asset. Demonstrated success in multi-tasking, deadline-oriented, ability to adapt to a quickly-changing environment with the capability to prioritize decisions accurately. Good organizational, planning, and solution-focused skills. Experience working in a fundraising and/or not-for-profit organization is an asset.

St. Boniface Hospital Foundation offers a competitive benefit and pension package. This position has a salary range of \$35,000 - \$40,000.

For those interested, please forward your resume and cover letter electronically to:

Patti McNeill
pmcneill@stbhf.org

Application must be received no later than **April 17, 2019**.

We appreciate all who apply, however only applicants selected for an interview will be contacted.