



Data Entry Clerk/Administrative Assistant

Job Opportunity

MAHCP is looking for an experienced **Data Entry Clerk/Administrative Assistant**. This is an in-scope, fulltime position. The ideal candidate should be positive, friendly and be able to cope with a busy workload.

Responsibilities and Duties:

- Entering account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output.
- Maintains database by entering new and updated customer and account information.
- Establishes entry priorities.
- Maintains data entry requirements by following data program techniques and procedures.
- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains member confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Requirements and Qualifications:

- Excellent communication and interpersonal skills
- Demonstrated aptitude for quickly learning new software programs
- Excellent time management and organizational skills and confidentiality
- Exceptional organization skills and ability to handle multiple projects with competing deadlines
- Working collaboratively in a fast-paced environment
- Prior experience in data entry
- Expertise in Microsoft Office programs
- High School and/or College Diploma

The Association

The Manitoba Association of Health Care Professionals is a trade union representing allied health professionals in Manitoba. Please submit your resume in confidence, by mail, fax or e-mail to:

Mr. Lee Manning
101-1500 Notre Dame Ave.
Winnipeg, MB R3E 0P9
Fax: (204) 775-6829
lee@mahcp.ca

Closing date **March 4, 2022**

Thank you for your interest however only those who are to be interviewed will be contacted.