



The Reh-Fit Centre is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment.

**ADMINISTRATIVE ASSISTANT
(Term – Maternity Leave)**

This position is responsible for assisting with governance, operations, and administrative activities to support efficient and effective Centre operations. This position includes being responsible for supporting the Centre and Foundation Boards.

As the ideal candidate, you will have an undergraduate degree and relevant training and education, and the following experience and skills:

- Minimum of five years' experience in an office environment working for senior management.
- Proven track record for handling confidential information with discretion.
- Ability to adapt to changing demands and independently manage time.
- Demonstrated excellent interpersonal and administration skills.
- Demonstrated experience organizing meetings including producing meeting agenda's, support materials and producing minutes.
- Demonstrated proficiency in Word, Excel, PowerPoint, and internet applications.
- Strong written and verbal communication and ability to organize.
- Able to work occasional evenings and early mornings.

Resumes, including salary expectation, will be accepted until March 1:

Human Resources, Reh-Fit Centre
1390 Taylor Avenue
Winnipeg, MB R3M 3V8
Fax:(204) 488-4819 Email:hr@reh-fit.com

Only those selected for an interview will be contacted.

