

**COME & BE ONE OF THE MOST IMPORTANT PEOPLE IN OUR CLIENTS' EXPERIENCE  
JOIN OUR TEAM & HELP MAKE A DIFFERENCE!**

Hospice Calgary guides children, teens and adults through the grieving process as they face a life threatening illness and death of a loved one. Our team of professionals provide individual, family and group support as well as 24 hour end-of-life care. We operate two centres of care: Sage Centre for counselling and education services and Rosedale Hospice for residential end-of-life care.

## Our Mission

To help families and individuals achieve support, hope, and well-being through compassionate end-of-life and bereavement care.

## Our Organization

### *We are leaders*

We strive for excellence and provide high quality service to our clients.

### *We live our values*

We don't just say we value compassion and empathy, we demonstrate these values daily.

### *We make a difference*

We respect the individual needs of each client and know we have a positive impact on the community.

## Administrative Assistant – Reception, Sage Centre 1.0 FTE

*Are you friendly, an empathetic listener, and someone who values being welcoming to people of diverse backgrounds and experiences?*

*Are you interested in a challenging and dynamic position that has opportunities for you to develop a variety of competencies?*

*Are you highly organized, able to multi-task, and dedicated to a high level of professionalism?*

### Position Summary:

The Sage Centre Administrative Assistant has the important role of being the welcoming first-point-of-contact for all visitors and callers. The position performs a variety of client-related functions and clerical and receptionist duties associated with the daily operation of the Sage Centre.

### Primary Duties and Responsibilities:

(See [www.hospicecalgary.ca](http://www.hospicecalgary.ca) for full description of duties)

### Cultural Fit:

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, and the chance to be part of a team that guides children, teens and adults through the grieving process as they face a life threatening illness and death of someone in their life.

### Qualifications: (See [www.hospicecalgary.ca](http://www.hospicecalgary.ca) for full list)

- Diploma/certificate in office administration
- 2 years administrative experience and customer service experience required
- Strong IT skills with experience in basic troubleshooting; competent with Microsoft Office applications
- Strong communication and organization skills; attentive, warm, helpful, professional attitude
- English language (both verbal and written)
- Maintains confidentiality and discretion when communicating in an open setting
- Self- motivated, friendly, energetic, detail oriented, flexible,
- Values volunteers and understands their role in the organization's success

**Applications will be accepted until a suitable candidate is found. Only qualified applicants will be contacted.**

Submit resume and cover letter with attention to Fiona McColl, Senior Director of Operations, at [hiring@hospicecalgary.ca](mailto:hiring@hospicecalgary.ca)

Posted: January 2019