

- Conduct record creation and maintenance of RE, including updating addresses to Canada Post standards, relationship information, and eliminating duplicate records.

Additional Duties

- General reception coverage for breaks, vacations and other leaves.
- Follow Alzheimer Society of Manitoba policies related to the Finance and Administration department.
- Other duties as assigned by the Database Officer.

SECTION 4 POSITION REQUIREMENTS

- High School graduate
- Some post-secondary preferred or equivalent work experience
- Proficiency in computer software including Word and Excel
- Detail-oriented
- Organized, able to work independently and ability to multi-task.
- Comfortable and professional phone manner.
- Knowledge of Raiser's Edge, Luminare Online, or other database software an asset.
- In the absence of database experience, an aptitude to learn it.

Other information:

- This role is based in our Winnipeg office with standard working hours of Monday to Friday 8:30-4:30.

To Apply:

Please submit a cover letter and resume to:

Tiffany Harder

Database Officer

tharder@alzheimer.mb.ca with Database Coordinator in the subject line.

This competition will remain open until the position is filled.

The Alzheimer Society encourages candidates with a range of backgrounds and experiences to apply. Reasonable accommodations will be made for those living with disabilities.

We thank all those who apply. Only those selected for further consideration will be contacted.