

## Receptionist / Data Management Assistant

Winnipeg, MB

CancerCare Manitoba Foundation is a not-for-profit organization that is seeking a full-time permanent Receptionist/ Data Management Assistant to join our team. CancerCare Manitoba Foundation (CCMF) is the only charity that exclusively fundraises for CancerCare Manitoba. Extremely active in the Manitoba community, CCMF works hard at supporting CancerCare Manitoba's mission to provide compassion and care to those living with or affected by cancer.

As one of the first points of contact, the Receptionist/Data Management Assistant will be responsible for providing exceptional donor services, responding in a positive, helpful and proactive manner. Also responsible for daily and confidential data related management and maintenance of the organization's donor and participant focused database. This is an ideal role for someone who enjoys working with the public, has strong communication and data entry skills, and who loves working in a team environment focused on the community.

### Responsibilities of the role:

- Manage a very busy, dynamic reception desk in a friendly, helpful and proactive manner
- Accept donations and ensure donor directions are documented
- Organize and verify data submissions for input
- Process and prepare documentation for donation and reporting requirements
- Provide support to fundraising and event initiatives

### To be the successful candidate you:

- Possess strong communication skills
- Have a minimum of 3 years of reception experience ideally in a charity or medical environment
- Are highly organized with strong time management skills
- Have a high level of competency with Microsoft Office software
- Love working and interacting with people, both from a team and customer service perspective
- Work with a high degree of discretion and tact in a confidential setting

### Benefits of working at CancerCare Manitoba Foundation:

- Community focused and caring organization
- Health Benefits
- Pension Plan

**CancerCare Manitoba Foundation** is the only charitable organization exclusively fundraising for CancerCare Manitoba. CancerCare Manitoba's main goal is to eradicate a complex set of more than 200 diseases.

While CancerCare Manitoba works in partnership with Manitoba Health, some programs and services are not eligible for government funding. Since 2000, CancerCare Manitoba Foundation has granted more than \$104 million to help CancerCare Manitoba deliver the best research, patient care, treatment and support.

We are proud to support CancerCare Manitoba's internationally-recognized team of health professionals as they provide outstanding quality care for all Manitobans and their families living with cancer.

CancerCare Manitoba Foundation's core values:

- Mission Driven
- Donor Centric
- Team Player

[www.cancercarefdn.mb.ca](http://www.cancercarefdn.mb.ca)

### To submit your candidacy:

Send your cover letter and resume to [mmcintosh2@cancercare.mb.ca](mailto:mmcintosh2@cancercare.mb.ca).  
no later than August 2, 2017

**Only the candidates selected for interviews will be contacted.  
No solicitation.**