

## Data Management Assistant

Winnipeg, MB



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

### About CancerCare Manitoba Foundation:

is the only charitable organization exclusively fundraising for CancerCare Manitoba. CancerCare Manitoba's main aim is to eradicate a disease consisting of more than 150 types and stages.

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.

They 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.

### To submit your candidacy:

Please apply online at [jobs.peoplefirsthr.com](http://jobs.peoplefirsthr.com) or by emailing your resume in confidence to Daniel Gurevich at [dgurevich@peoplefirsthr.com](mailto:dgurevich@peoplefirsthr.com).

Feel free to call Daniel for more information at 204.940.3986.

Our client, CancerCare Manitoba Foundation, is a not-for-profit organization that is seeking a full-time permanent Data Management Assistant to join their 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.

The Data Management Assistant will be 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 has strong organizational and data entry skills, and who loves working in a team environment focused on the community.

### Responsibilities of the role:

- Become a subject matter expert on the internal database system.
- Input, organize and verify data submissions.
- Process and prepare documentation for reporting, donations and other needs.
- Provide support to fundraising and event initiatives.
- Handle incoming phone calls and inquiries.

### To be the successful candidate you:

- Have a minimum of 2 years of data entry experience.
- Are highly organized with strong time management skills.
- Have experience with and knowledge of database programs with a high level of accuracy in data entry.
- Possess strong communications skills.
- Have a high level of competency with Microsoft Office software.
- Love working with people, both from a team and customer service perspective.
- You are able to maintain and work in a completely confidential environment.

### Benefits of working at CancerCare Manitoba Foundation:

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