

Job Posting: Full Time Administrative Secretary / Receptionist

Intrinsic Analytics Inc. is Manitoba's premier bioinformation services company. We provide personalized and customizable bioinformation and biochemical analysis for individuals, commercial enterprises and government agencies. We offer two main platforms, occupational health and personal health. We pride ourselves on professionalism, confidentiality, and outstanding client service.

Position Summary:

We are currently seeking a qualified, courteous, organized Administrative Secretary / Receptionist to support the day to day operations of our clinic. This role is pivotal in ensuring smooth administrative functions and delivering exceptional customer service to both clients and internal staff.

Key Responsibilities:

- Schedule occupational health appointments and coordinate with clinical staff
- Update of daily calendar and schedule appointments and meetings
- Answer telephone and direct calls to appropriate staff
- Greet clients and visitors in a friendly and professional manner
- Perform data entry, filing, and documentation preparation
- Transcribe, format, and proofread documents electronically
- Maintain and organize electronic and paper filing system
- Strict adherence to protocols and chain of custody procedures
- Handling of confidential health records as per PHIA
- Prepare and complete payroll time sheets
- Order office supplies and maintain inventory
- Maintain a clean work environment
- Other related administrative duties as assigned

Qualifications:

- Successful completion of a recognized administrative secretarial program with 2 years of experience
- Advanced computer skills necessary
- Knowledge of ACCURO® EMR is preferred
- Keyboarding speed: 55 wpm
- Excellent writing skills required
- Good interpersonal and communication skills
- Ability to meet deadlines

If you want to be part of our growing team, please forward your résumé to info@intrinsicanalytics.com. Thank you to all interested applicants, those who meet our selection criteria will be contacted for an interview.

Closing date: July 25th, 2025 at 4:00pm