



Administrative Manager - 10019

Description

Administrative Manager - Full-Time (40 Hours/Week) - 10019

Organization: Sage Holistic Counselling and Wellness

Location: Manitoba, Canada

Wage: \$40 per hour

Hours: 40 hours per week

About Sage Holistic Counselling and Wellness

Sage Holistic Counselling and Wellness is a therapeutic practice providing counselling and related wellness services to clients, with a particular emphasis on supporting **Indigenous families**. Our work is grounded in cultural safety, respect, and a holistic approach to care. We are seeking an experienced **Administrative Manager** to support our clinical team through strong administration, HR, payroll, data management, and financial coordination.

Position Overview

The Administrative Manager will oversee payroll, data entry, human resources, general administration, bookkeeping, and accounting assistance. The successful candidate will play a central role in ensuring that Sage Holistic Counselling and Wellness operates smoothly and meets all administrative and funding requirements, including those related to NIHB and Jordan's Principle.

Closing Date

February 28, 2027

Categories

Business, Finance
and Administration

Employer

Sage Holistic
Counselling and
Wellness Centre Inc

Location

Downtown

Address

595 Clifton Street
suite 22 Winnipeg,
R3G 2X5

Job Type

Permanent

Education Level

College

This is a full-time role of **40 hours per week**, paid at **\$40 per hour**, with standard benefits provided in accordance with Manitoba employment requirements.

Duties

- Prepare and process staff wages accurately using QuickBooks/QuickBooks Online (QBO).
- Maintain comprehensive payroll records, including hours worked, overtime, vacation, and statutory holiday pay.
- Assist in preparing staff tax documents such as T4, T4A, and related slips.
- Enter, update, and maintain accurate client and provider information across all systems.
- Record and track NIHB and Jordan's Principle (JP) client data, including approvals, service hours, and usage.
- Maintain well-organized digital and physical filing systems for invoices, receipts, support letters, and other documentation.
- Perform data entry, filing, and document management tasks using Microsoft Office applications and DocuSign for electronic signatures
- Assist with HR administration, including onboarding, personnel files, and tracking staff training and certifications.
- Support communication with staff regarding schedules, payroll, policy updates, and administrative matters.
- Help ensure HR practices comply with applicable employment legislation and internal policies.
- Prepare invoices using QuickBooks/QBO.
- Post receipts and payments on QBO in a timely and accurate manner.
- Reconcile records and accounts, including bank reconciliations and internal financial reports.
- Assist with financial reporting and coordination with external accountants or advisors when required.

NIHB and Jordan's Principle (JP) Processing

- Apply working knowledge of **Non-Insured Health Benefits (NIHB)** and **Jordan's Principle** guidelines and processes.
- Process NIHB and JP clients, including verifying eligibility, tracking service hours, and ensuring complete documentation for claims.

- Assist with the **enrolment of providers** to NIHB, ensuring forms and supporting documents are correctly prepared and submitted.
- Ensure that support letters, invoices, and related documentation meet NIHB and JP standards for approval.
- Coordinate day-to-day office operations, scheduling, and administrative support for the clinical team.
- Communicate professionally with staff, providers, and families, including Indigenous clients.
- Prepare correspondence, summaries, and reports for management.
- Maintain strict confidentiality and uphold data-privacy standards at all times.

Qualification

- Minimum of **diploma in Administration, Accounting, Management**, or a related field.
- 5 years or more experience in Administration, Accounting, Management or related field.
- Knowledge of, or experience with, **NIHB and Jordan's Principle** guidelines and processing is a strong asset.
- Experience working with or supporting Indigenous families or communities is an asset.
- Strong computer skills (Microsoft Office, cloud-based systems, accounting software).
- Excellent attention to detail, organizational skills, and ability to manage multiple priorities.
- Strong written and verbal communication skills.