



PROFESSIONAL EMPLOYMENT OPPORTUNITY

AWASIS AGENCY OF NORTHERN MANITOBA
LOCATION: BUNIBONIBEE (OXFORD HOUSE) SUB-OFFICE

Position: Receptionist
One (1) Full-Time Term Position (May 2020)

The Receptionist will be responsible for a variety of clerical office duties in support of office administration. Some of the duties include but are not limited to: answering and referring incoming telephone calls, administering Agency correspondence, typing and formatting, filing, ordering office supplies, coordinating and communicating office activities, greeting visitors and booking boardroom for meetings. The Receptionist is the first point of contact and is expected to be punctual, professional, self-motivated and exercise initiative in determining work priorities.

Qualifications:

- A minimum of 2 years of reception experience;
- Completion of an administrative office certificate or secretarial course preferred;
- A combination of education and experience will be considered;
- Ability to operate a variety of office equipment;
- Proficient in Microsoft Office; Word, Excel and Outlook;
- Minimum typing speed of 45 wpm;
- Excellent verbal and written communication skills;
- Excellent organizational and time management skills;
- Must be personable and have a positive attitude;
- Ability to speak Cree or Dene would be considered an asset

Working Conditions:

- Must be able to work in a fast paced environment with senior management
- Must demonstrate a strong work ethic and be reliable
- Must adhere to confidentiality when working with sensitive information
- Must have satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing Date: Tuesday September 10, 2019

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2019-059** on your resume/cover letter and in the subject line of your email in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2019-042
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted