



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Location: Family Enhancement Sub-Office
Thompson, Manitoba

Position: Receptionist/ Administrative Support Clerk
One (1) Full-Time Permanent Position

The Receptionist/Administrative Support Clerk will be responsible for a variety of clerical office duties to support the Family Enhancement Program, Staff and projects. 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 boardrooms 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/administrative experience;
- Completion of an administrative office certificate or secretarial course;
- A combination of education and experience will be considered;
- Ability to operate a variety of office equipment effectively and efficiently;
- Computer literate and proficient in Microsoft Office;
- Minimum typing speed of 45 wpm;
- Excellent verbal and written communication skills;
- Excellent organizational and time management skills;
- Pro-active with an ability to work under own initiative with minimal direction, as well as within a team setting;
- Ability to speak Cree or Dene would be considered an asset

Working Conditions:

- Must be able to work in a fast paced environment
- 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 and Driver's Abstract
- Must have a valid driver's license and access to vehicle
- Must be willing to travel, when required

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

Closing Date: Tuesday, March 10, 2020 or until filled

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 2020-015 on your resume/cover letter and include it in the subject line of your email in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2020-015
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
Email: hr@awasisagency.ca

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

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.