



Manitoba Keewatinowî Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY (REPOST) Receptionist/Administrative Assistant Indigenous Skills Employment & Training (ISET) Full Time Location: Winnipeg, MB

Manitoba Keewatinowî Okimakanak Inc. (MKO) is seeking an organized, highly motivated, experienced individual to provide reception and administrative support to our ISET Winnipeg Training Centre team. Under the direction of the Indigenous Skills & Employment Training (ISET) Program Manager, the incumbent will work in an environment focused on the design and delivery of ISET programs and services. This includes providing administrative support to the ISET staff team.

Role and Responsibilities

- Answer general inquiries and provide information on the ISET programs & services and community resources, providing referrals as appropriate.
- Organize and set up boardroom and training room bookings.
- Arrange meetings in office/Microsoft Teams/Zoom.
- Order office supplies and equipment as needed.
- Assist staff and visitors with printing, photocopying, and faxing.
- Receive and distribute incoming and outgoing mail.
- Take notes in meetings as requested.
- Scan and add to the MKO ISET electronic shared drive and archives.
- Other administrative duties as assigned: travel claims, bank deposits, etc.

Education and Experience

- Administrative Assistant training and/or minimum 3 years' experience in an office setting.
- Reliable and dependable in performing job-related tasks.
- Excellent organization skills and the ability to set priorities.
- Ability to handle multiple tasks simultaneously and meet deadlines.
- Demonstrates strong initiative with the ability to work independently while functioning as part of a team.
- Proficient computer skills including Microsoft Office, Internet, and E-mail.
- Experience using Apple and Windows technology.
- Willingness to learn different computer programs and procedures.
- Must possess a valid driver's license and be willing to travel, with access to a reliable vehicle.
- Ability to lift 20-40 pounds.
- Must be able to obtain a satisfactory Criminal Record Check (including Vulnerable Sector Search), a satisfactory Child Abuse Registry Check and a satisfactory Adult Abuse Registry Check upon hiring.

- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by **4:00 p.m. on April 9, 2025** to:

Human Resources at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowí Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com