



Manitoba Keewatinowi Okimakanak Inc.

Head Office
Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0
www.mkonation.com

■Thompson Sub-Office
206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

EMPLOYMENT OPPORTUNITY

Receptionist/Administrative Assistant (Repost)

Full Time Position – Winnipeg, Manitoba

Manitoba Keewatinowi Okimakanak is seeking a self-starting, highly motivated individual to assume the responsibilities of Front Desk Reception and Administrative Assistant for the Winnipeg office. Under the direction of the Executive Assistant, the Receptionist/Administrative Assistant, will be the first point of contact and provide administrative support to the Winnipeg Sub-Office.

Roles and Responsibilities

- Be the first point of contact for visitors;
- Organize boardroom bookings and arrange meetings on Microsoft Team, Zoom and LifeSize;
- Keep track of staff attendance;
- Order office supplies and equipment as needed;
- Assist staff and visitors with printing, photocopying, and faxing;
- Receive and distribute incoming and outgoing mail;
- Answer the main phone line and assist or forward callers;
- Provide and assist staff with electronic forms;
- Update and distribute staff listing;
- Take notes in meetings as requested;
- Assist the IT team as needed; laptop, cell phone, internet, etc.
- Assist with other MKO programs as needed;
- Scan and add to the MKO electronic archives;
- Other administrative duties as assigned: travel claims, bank deposits, etc.
- Provides technical and administrative support to the Executive Assistant;
- Maintain office supplies and promotional items inventory;
- Provide administrative support in meetings and/or assemblies as necessary;
- Must maintain a strict adherence to MKO policies regarding to the handling of sensitive and confidential information at all times;
- Support the coordination of various meetings and events;
- Answer electronic inquiries and relay calls and messages, using digital communication tools to facilitate timely and effective communication;
- MKO is political advocacy organization that works to represent the leadership and member First Nations. All staff at MKO may be given other duties as assigned that enable MKO to fulfill the mandate and responsibility to its member communities.

Education and Experience

- Minimum 2 years of experience in an office/administrative environment;
- Grade 12 diploma;
- Punctuality and dependability are essential to this position;
- Excellent organizational skills and the ability to prioritize tasks;
- Experience in administration or customer service;
- Ability to adapt to a changing routine;
- Experience using Apple and Windows technology such as Onedrive;
- Experience with Smartboards;
- Willingness to learn different computer programs and procedures;
- Proof of double vaccination required;
- Ability to lift 20-40 pounds;
- Ability to set priorities, handle multiple tasks simultaneously and meet deadlines;
- Demonstrates strong initiative with the ability to work independently while functioning as part of a team;
- Proficiency with MS Office, Excel, Internet, E-mail and other business related computer software is required;

- Proficient knowledge of computer software and IT knowledge would be considered an asset.
- Excellent attention to detail and follow through;
- A sensitivity and understanding of culture, language and issues relevant to First Nation communities;
- A current, satisfactory criminal record check including clearance to work with vulnerable men, women, youth and child intervention;
- Satisfactory child abuse registry check;
- Ability to handle sensitive information with confidentiality
- A valid class 5 driver license;
- A willingness to travel.

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 Open until filled 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 Keewatinowi 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