



**MANITOBA METIS FEDERATION INC.**

**ADMINISTRATIVE ASSISTANT**

**November 27, 2019**

**Posting #20-009-02**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one full-time **Administrative Assistant** position within our Metis Employment and Training Department located at 150 Henry Ave in **Winnipeg, MB**.

**Job Duties/Competencies:**

- Provide administrative support to the MET Department and staff;
- Draft, type and proofread documents including but not limited to; reports, letters, briefing notes, memoranda;
- Schedule appointments, meetings, travel arrangements and maintain calendar;
- Prepare agenda and information kits for meetings and take, transcribe and edit meeting minutes;
- Conduct research, prepare purchase orders and maintaining financial records;
- Process and maintain a log of incoming and outgoing correspondence;
- Photocopy and organize documents for distribution, mailing, filing and faxing;
- Develop and maintain tracking systems and electronic and hard copy filing systems;
- Receive visitors, screen calls, take messages and determine urgency;
- Respond to general inquiries from the public and provide information related to MET programs and services;
- Order office supplies, complete purchase orders and allocate expenses as per budget for review as requested.

**Skills and Qualifications:**

- Completion of Administrative Assistant or Clerical post-secondary education or related field;
- Previous experience as an Administrative Assistant or similar role;
- Experience drafting correspondence, preparing reports and coordinating travel and meeting arrangements;
- Experience in a computerized office environment with a proven ability with Microsoft Office;
- Demonstrated ability to create and maintain filing systems and maintain confidential records and files;
- Strong communication, organizational, interpersonal and time management skills;
- Experience working with boards and/or committees is preferred;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Metis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

**Please submit your resume and cover letter in Word format, referencing the job posting number by Wednesday, December 11, 2019.**

**Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.**

MMF Human Resources Department  
300-150 Henry Ave  
Winnipeg, Manitoba R3B 0J7  
Email to: [jobs@mmf.mb.ca](mailto:jobs@mmf.mb.ca)  
Fax to (204) 947-1816

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).