

Administrative Assistant

Brandon, MB

Full-time Term to June 2022

Competition #44-21/22

Salary: \$38,697 - \$48,115 per annum (\$20.46 – \$25.44 per hour)

Classification: Administrative Assistant 3

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. The college is seeking dedicated administrative support person to provide support to various programs.

Be Passionate.

If you are a professional administrative assistant who is passionate about student success and will provide exceptional service to our students, instructors and community partners, then we want to hear from you.

Take Initiative.

Your positive attitude and good nature would make you an ideal person to work with our students, staff and program leaders. You are the type of person who doesn't have to wait for direction, you take initiative, troubleshoot, and problem solve in order to provide exceptional customer service. Because of your previous years' experience in office administrative you have excellent office administration skills, always improving processes and creating an efficient office environment.

Deliver Results.

In order to deliver the results needed, you will have a relevant education with several years' administrative experience. You will have strong computer skills and an understanding of working with a Management Information System.

Through this competition, the college is establishing an eligibility list for future opportunities.

This competition will remain open until filled.

Please note: The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test

Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promote full participation to ensure dignity, respect, and equal access for all employees.

*Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email humanresources@assiniboine.net.

Requests for accommodations can be made at any point during the recruitment process through the same contacts.

We thank you for your interest. Those selected for further consideration will be contacted.