



Judicial Services Branch, Courts Division

JOB OPPORTUNITY
Administrative Assistant
Winnipeg

Administrative Assistant/Support Clerk
Full Time Manitoba Justice
\$21.70 per hour
Closing Date: Ongoing

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Search
- Satisfactory Child Abuse Registry Check
- Satisfactory Adult Abuse Registry Check
- Satisfactory Enhanced Security Screening

Qualifications:

Essential:

- Experience working with the public in a customer service oriented environment, providing service to diverse clientele
- Experience performing administrative and/or clerical duties
- Experience and proficiency with Microsoft Office programs including Word, Excel and Outlook or similar applications
- Excellent verbal communication skills
- Excellent written communication skills, with the ability to prepare, edit and format correspondence
- Excellent interpersonal skills and the ability to work as a member of a team
- Strong attention to detail
- Strong organizational and time management skills
- Ability to manage confidential and sensitive information
- Ability to problem solve and make sound decisions
- Ability to work independently with a high degree of initiative

Desired:

- Experience in administration in a legal environment
- Graduation from a recognized legal or administrative secretarial training program or equivalent education and/or experience

Please note: Shifts may vary from full time days Monday to Friday, part time evenings and weekends

Your cover letter and résumé must clearly indicate how you meet the qualifications. We thank all who apply and advise that only those selected for further consideration will be contacted. Please submit your application to:

Sandy Kuchinski
Executive Director, Judicial Services
Courts Division, Manitoba Justice
Email: sandy.kuchinski@gov.mb.ca