



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
Unit: Winnipeg Service Delivery Office (WSDO)
Location: 315 McGee Street Winnipeg, Manitoba

Position: Receptionist
One (1) Full-Time Permanent Position

The Receptionist will be responsible for a variety of clerical office duties in support of office administration. Some of the duties include but are not limited to: answering and referring incoming telephone calls, administering Agency correspondence, typing and formatting, filing, ordering office supplies, coordinating and communicating office activities, greeting visitors and booking boardroom for meetings. The Receptionist is the first point of contact and is expected to be punctual, professional, self-motivated and exercise the initiative in determining work priorities.

Qualifications:

- A minimum of 2 years of reception experience
- Completion of an administrative office certificate or secretarial course preferred
- A combination of education and experience will be considered
- Ability to operate a variety of office equipment
- Proficiency in Microsoft Word, Excel and Outlook
- Minimum typing speed of 45 wpm
- Demonstrated written and verbal communication skills
- Strong work ethic and reliable
- Proven ability to prioritize workloads and meet deadlines
- Personable and have a positive attitude
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand Cree or Dene language would be considered an asset

Working Conditions:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Maintain a satisfactory Prior Contact Check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract prior to starting the position and throughout employment as required.
- Maintain a valid driver's license and have access to a vehicle

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

Closing Date: Tuesday, July 9th, 2024

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-declare. Individuals interested in this opportunity please reference **Competition Number 2024-067 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-067
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.