



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Keewatino/Yatthe Ghe Family Enhancement Centre

LOCATION: Unit 5-90 Thompson Drive, Thompson, MB

Position: Administrative Support Clerk-Family Enhancement
One (1) Full-Time Permanent

The Administrative Support Clerk is responsible to provide administrative support services to the Family Enhancement Program staff and projects. The incumbent is expected to exercise initiative and independent judgement in determining work priorities, work methods to be employed and action to be taken on matters.

Qualifications:

- Relative post-secondary education such as a diploma or certificate in an administrative/office course or a combination of education/experience will be considered
- Minimum of 2 years in administration required
- Effective written and verbal communication skills
- Computer literacy, including effective working knowledge of MS Word, Excel, PowerPoint and Outlook required
- Ability to use general office equipment efficiently and effectively
- Superior time management and multitasking skills, and the ability to prioritize tasks with minimal supervision
- Pro-active with an ability to work under own initiative with minimal direction, as well as within a team setting
- Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job
- Motivated individual with proven initiative

Working Conditions:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Overnight and remote travel approximately 10% of the time
- 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: Monday, July 8, 2024

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2024-068 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-068
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
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.