



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Thompson Central Office (TCO)

Location: 701 Thompson Drive, Thompson Manitoba

Position: Supervisor Administrative Services
One (1) Full-Time Permanent

Reporting to the Director of Human Resources, the Supervisor Administrative Services is responsible for the operations of the administrative department and the office environment at the Thompson Central Office. This position manages and provides supervision of up to 10 administrative staff, and ensures seamless operations of the office through effective and efficient administrative activities via appropriate delegation of tasks.

Key Responsibilities:

- Supervise and manage assigned staff, including Administrative Support Clerks, Legal Clerks, Receptionists and File Clerks.
- Coordinate and manage administrative activities in a large child welfare office.
- Collaborate and negotiate with external vendors and suppliers.
- Manage equipment, office and janitorial supplies.

Qualifications:

- Diploma or certificate in business administration preferred
- Minimum of 5 years in administration required
- Ability to manage competing priorities.
- Supervisory experience is an asset
- Knowledge of, or work experience in northern Manitoba communities preferred
- Demonstrated understanding and respect for Indigenous culture
- Ability to speak the Cree language is considered an asset
- A valid driver's license and have access to a reliable vehicle

Working Conditions:

- Fast-paced, child welfare office environment
- Access to sensitive and confidential information
- Occasional overnight and remote travel
- Maintain a satisfactory Prior Contact check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract

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

Closing Date: Friday, April 30, 2021

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 2021-007R 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 #2021-007R
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.