



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Bunibonibee Sub-Office

Location: Oxford House, 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 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
- Proficient in Microsoft Office; Word, Excel and Outlook
- Minimum typing speed of 45 wpm
- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Personable and have a positive attitude
- Ability to speak and/or understand Cree would be an asset

Working Conditions:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Maintain a satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check and driver's abstract (if applicable)

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

Closing Date: Friday, September 3, 2021

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2021-066 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 #2021-066
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.