



# Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**

**Location: Family Enhancement Sub-Office  
1240 Main Street Winnipeg, Manitoba**

**Position: Receptionist/ Administrative Support Clerk**  
One (1) Full-Time Permanent Position

The Receptionist/Administrative Support Clerk will be responsible for a variety of clerical office duties to support the Family Enhancement Program, Staff and projects. 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 boardrooms 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/administrative experience;
- Completion of an administrative office certificate or secretarial course;
- A combination of education and experience will be considered;
- Ability to operate a variety of office equipment effectively and efficiently;
- Computer literate and proficient in Microsoft Office;
- Minimum typing speed of 45 wpm;
- Excellent verbal and written communication skills;
- Excellent organizational and time management skills;
- Pro-active with an ability to work under own initiative with minimal direction, as well as within a team setting;
- Ability to speak Cree or Dene would be considered an asset

## **Working Conditions:**

- Must be able to work in a fast paced environment
- Must demonstrate a strong work ethic and be reliable
- Must adhere to confidentiality when working with sensitive information
- Must have satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract
- Must have a valid driver's license and access to vehicle
- Must be willing to travel, when required

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

**Closing Date: Friday, July 17, 2020**

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 2020-031 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 #2020-031  
315 McGee Street  
Winnipeg, MB R3G 1M7  
Fax: 204-790-4455  
Email: [hr@awasisagency.ca](mailto: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.**