



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Thompson Central Office (TCO)

LOCATION: Thompson, MB

Position: Travel Clerk
One (1) Full-Time Permanent Position

Reporting to the Travel Clerk Supervisor, the Travel Clerk performs work of a considerable variety and/or moderate complexity. Tasks including assessing, processing and completing travel/travel related requests. Some responsibilities include but are not limited to receiving and reviewing documentation (travel authorizations/greenies/pinkies/memos) requesting travel arrangements; booking meeting rooms; Issuing and forwarding authorized purchase orders; responsible for issuing taxi slips, responsible for receiving and processing clothing/activity allowance requests, responsible to maintain confidentiality in accordance with the Agency Policy and Procedure Manual. The incumbent must demonstrate excellent attention to detail. Time management skills are essential that will ensure work deadlines are met and job responsibilities are performed in a timely manner.

Qualifications:

- Business Administration Diploma and accounting experience or a related post-secondary certificate and accounting experience will be considered
- Excellent written and verbal communication skills
- Good organizational, time management and prioritizing skills
- Proficiency in Microsoft Word, Excel and Outlook
- Must be self-motivated with the ability to work independently as well as a team setting
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree and/or Dene language would be an asset

Working Conditions:

- Must be able to work in a fast paced environment
- Must adhere to confidentiality when working with sensitive information
- Must demonstrate a strong work ethic and be reliable
- Must have satisfactory Prior Contact, 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: Thursday, August 20, 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 2020-036 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 #2020-036
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