



## INTERNAL/EXTERNAL POSTING

### Invites applications for a **ADMINISTRATIVE ASSISTANT FULL TIME POSITION**

Classification: AY3, \$20.49 - \$23.42 per hour

Hours of Work: 7.25 hours per day or 36.25 hours per week (FTE 1.0)

Competition Number: 20180034-ADM-T

Location: Thompson, Manitoba

#### **Job Purpose**

Reporting to the Supervisor of the designated department, the Administrative Assistant will provide professional administrative support services for various departments. This position will be responsible for managing multiple projects to completion; gathering, analyzing and formulating information necessary to maintain adequate and accurate sets of files, documents and records.

#### **Key Responsibilities and Activities:**

- Provides professional customer service to general public and answer incoming calls and transferring of calls.
- Provides administrative and clerical desk support to Family Service Workers and Supervisors
- Opens, closes and maintains administrative files
- Types correspondence, legal documents, reports, forms, records files, minutes, etc.
- Maintains attendance records of the Unit's employees and forwards reports to Finance for payroll processing
- Distributes notices of meetings, profiles and agendas and maintains records for Agency committees
- Attends meetings (Unit, Administrative Assistants, staff) and acts as recording secretary for Committee meetings
- Participates in revising, developing and making recommendations for changes in Unit forms
- Maintains Unit caseload records system, manual and enters client data in Child and Family Information Services Information System
- Provides information and orientation to family service providers and collaterals regarding administrative procedures
- Assists in identifying and relaying information to collaterals or redirecting to appropriate resources
- Sorts and distributes incoming and outgoing mail
- Orders and maintains office supplies and forms
- Maintains, disburses and balances petty cash
- Provides support for all office equipment, e.g. fax, photocopier, computer
- Other duties as assigned

#### **Education and Experience:**

- Post-secondary administrative and/or business administration training
- One year in an administrative role preferably within a Child and Family Services environment
- Proficiency in a variety of computer applications (Word, Excel, PowerPoint, CFSIS, Access) in a network environment

#### **Knowledge, Skills and Abilities:**

- Demonstrated knowledge of Metis and Inuit cultures
- Excellent interpersonal, organizational, oral and written communication skills
- Ability to work independently and collaboratively in a participative work environment
- Ability to adapt to changing requirements, maintaining effectiveness and efficiency in varying circumstances
- Ability to manage multiple projects and handle a large volume of work
- Ability to maintain confidentiality within and outside the Agency
- Ability to establish and maintain effective relationships with employees, committees, work groups and the public
- Extremely detail oriented and accurate data entry skills

Please submit your resume under cover letter stating competition number to:

Human Resources  
Michif Child and Family Services  
611 Main St. N, Dauphin, Manitoba R7N 1E2  
Email: [hr@michifcs.com](mailto:hr@michifcs.com)

**Applications will be accepted until 12:00 pm, October 12, 2018.**

*We thank all who apply, however, only those selected for an interview will be contacted.*

**Applicants are encouraged to self-declare in the cover letter.**

***Preference will be given to Metis and/or Inuit applicants.***