

Metis Child, Family & Community Services Agency Inc.



invites applications for a

ADMINISTRATIVE ASSISTANT

Winnipeg, Manitoba

TERM

Metis Child, Family and Community Services is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community based child protection and support services for Metis, Non-Status and Inuit people in Manitoba.

Administrative Assistant (Competition #2011-0915D-AA)

Under the direction of the Unit Supervisor, the Administrative Assistant will work to provide professional administrative support services to our Brandon office.

Key Responsibilities and Activities:

- Gather, analyse and formulate information necessary to maintain adequate and accurate sets of files, documents and records
- Address telephone calls and visiting guests
- Maintain petty cash
- Order and maintain office supplies
- Type, process and transcribe reports, forms, correspondence, file recording, minutes, legal documents
- Sort and distribute incoming and outgoing mail
- Attend meetings (unit, clerical, staff); act as Recording Secretary for Committee meetings

Qualifications:

- Applicants should have completed a Business/Office Administration program or equivalent and 3 - 5 years experience as an Administrative Assistant. Experience in Child and Family Services or relevant environment is preferred.
- Proficient in Microsoft Office (familiarity with all aspects, i.e. Outlook, Word, Excel, etc.)
- Experience or familiarity with computer program CFSIS would be an asset
- Multi-tasking as well as the ability to maintain organization and prioritize tasks is a necessity
- Detail oriented and accurate data entry skills while maintaining a minimum typing speed of 45 w.p.m. is required
- Excellent interpersonal skills and the ability to collaborate with all administrative staff to facilitate efficiency in the office

Prior to commencing employment, you are required to provide the results of a Criminal Record Check and consent authorizing the Agency to conduct a Child Abuse Registry Check and Prior Contact Check.

MCFCS offers a supportive and progressive work environment, competitive salaries and training opportunities.

Please submit your resume with cover letter and competition number to:

HR COORDINATOR

**Metis Child, Family and Community Services Agency
1261 Main Street, Winnipeg, Manitoba, R2W 5G9,
FAX: 589-2697 or email: hr@metiscfs.mb.ca**

Applications will be accepted until October 3, 2011.

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Metis and other Aboriginal applicants.

