



# Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**  
**Unit: Winnipeg Service Delivery Office (WSDO)**  
**Location: 315 McGee Street, Winnipeg, MB**

**Position:** Supervisor, Administrative Services  
One (1) Full-Time Permanent

Under the direct supervision of the Director of Human Resources, the Supervisor, Administrative Services is responsible for the operations of the administrative department and the office environment at the Winnipeg Service Delivery Office. This position manages and provides supervision of up to 10 administrative staff, and ensures seamless operations of the office through effective and efficient administrative activities via appropriate delegation and staffing levels within the Admin Team. The Supervisor, Administrative Services understands the impact of this position to other agency functions that depend on it.

## Qualifications:

- Diploma or certificate in business administration is an asset
- Minimum of 5 years in administration required
- Supervisory experience is an asset
- Effective written and verbal communication skills
- A strong sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Ability to use general office equipment effectively
- Ability to follow through and complete overlapping projects
- Superior time management and multitasking skills, and the ability to prioritize tasks with minimal supervision
- High level of sound and independent judgment, reasoning, and discretion
- Pro-active with an ability to work under own initiative with minimal direction
- Willing to take on additional tasks as required and learn new skills
- Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job
- Excellent internal and external customer service skills
- Motivated individual with proven initiative

## Working Conditions:

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

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

**Closing Date: Friday, July 20, 2018**

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 2018-028** on your resume/cover letter in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2018-028  
201-274 Smith Street  
Winnipeg, MB R3C 1K1  
Fax: 204-987-9489  
Email: [hr@awasisagency.ca](mailto:hr@awasisagency.ca)

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