



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Thompson Central Office

LOCATION: Thompson, MB

Position: Executive Assistant
One (1) Full-Time Permanent Position

Under the direct supervision of the Executive Director, the Executive Assistant provides executive support services to the Executive Director and Board of Directors for Awasis Agency of Northern Manitoba. The Executive Assistant will assist in special projects for the Executive Director. The Executive Assistant requires knowledge of policies, procedures and CFS legislation. The incumbent must possess qualities of an individual who is confident in their analytical and organizational skills, and enthusiastic about applying these skills towards innovative purposes. A high degree of maturity and confidentiality will be required of this position.

Qualifications:

- A combination of related post-secondary education and experience is required
- Experience in Child & Family Services would be considered an asset
- Strong interpersonal skills
- Good organizational, time management and prioritizing skills
- Excellent oral and written communications skills
- Proficient in Microsoft Word, PowerPoint, 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

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 be willing to travel
- Must have satisfactory Prior Contact, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract
- Must possess a valid driver's license and have access to a vehicle

Salary: Salary will commensurate with education and experience

Closing Date: Wednesday, November 14, 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 2018-054** on your resume/cover letter in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2018-054
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