



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: Human Resources Department/Thompson Central Office (TCO)

LOCATION: 701 Thompson Drive, Thompson, MB

Position: Human Resources Administrative Assistant
One (1) Full Time Term position (to January 2026)

Summary of Position:

Supporting the work in the Human Resources department, the Human Resources (HR) Administrative Assistant plays an integral role in the department. The work requires knowledge of, and adherence to the Agency's policies, procedures and practices, as well as the ability to effectively communicate with a diverse range of people. The work environment is fast-paced and requires the incumbent to use superior organizational skills to meet the demands of the job. Additionally, the incumbent must strictly follow confidentiality requirements and have the ability to work with competing priorities.

Qualifications:

- A certificate or diploma in Office Administration or an Administrative Assistant Program preferred.
- 2-3 years of experience in an administrative role.
- Superior written and verbal communication skills.
- Proficiency in the use of Microsoft Office (Excel, Word, Outlook) including Office 365 and Share Point.
- Maintain a valid driver's licence and have access to a reliable vehicle.
- Demonstrated understanding and respect for Indigenous culture.
- Ability to speak Cree and/or Dene is an asset.
- Knowledge of, or work experience in northern Manitoba communities is preferable.

Working Conditions:

- Large, fast-paced, child welfare agency.
- Professional office environment.
- Access to confidential information.
- Provide satisfactory Criminal Record, Child Abuse Registry and Prior Contact checks prior to starting the position, and throughout employment as required.
- Occasional travel required.

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

Closing Date: Friday, August 9, 2024

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2024-085 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-085
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.