



Professional Employment Opportunity
AWASIS AGENCY OF NORTHERN MANITOBA
Unit: Thompson Central Office (TCO)
Location: 701 Thompson Drive, Thompson, MB

Position: Administrative Support Clerk
One (1) Full-Time Term Position (to January 2026)

The Administrative Support Clerk–Thompson Central Office provides a variety of administrative support services. Preparing and processing a variety of documents, maintaining supplies and being the main contact for vendors providing service to the agency. The Administrative Support Clerk ensures that rooms and equipment are prepped and ready for training, and meetings. Keeps confidentiality, follows Agency policies and procedures, and demonstrates initiative and sound judgment in determining work priorities.

Qualifications:

- Certificate or diploma in Office Assistant or Business Administration preferred or an equivalent combination of experience and training may be considered
- Minimum of 2 years in administration required
- A strong work ethic and reliable
- Proven ability to prioritize workloads and meet deadlines
- Proficiency in Microsoft Word, Excel and Outlook
- Self-motivated with the ability to work independently, as well as part of a unit/team
- Sensitivity to, and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree language would be an asset

Working Conditions:

- Fast-paced, community-based child protection office
- Overnight and remote travel approximately 5% of the time
- Background Checks must meet Agency minimal acceptable standards
- Maintain a valid driver's license and access to a vehicle

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

Closing Date: Open Until Filled (OUF)

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 2024-115 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-115
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.