



# Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**

**UNIT: Quality Assurance Department**

**LOCATION: Winnipeg, MB**

**Position: Travel Clerk-Quality Assurance**  
One (1) Full-Time Permanent Position

Reporting to the Quality Assurance Finance Coordinator, the Travel Clerk-Quality Assurance (QA) performs work of a considerable variety and/or moderate complexity. The Travel Clerk-QA makes travel arrangements for clients of Awasis Agency Transitional Planning (TP)/Post Majority Support Services (PMSS) Program and all files associated with Least Disruptive Measure Risk Mitigation. This includes, but is not limited to, transportation and accommodation. The Travel Clerk-QA also performs accounting tasks, answers phone calls, forwards email inquiries from other departments, creates purchase orders, and undertakes general office duties as required. Time management skills are essential that will ensure work deadlines are met, and job responsibilities are performed in a timely manner.

## **Qualifications:**

- Business Administration Diploma and accounting experience or a related post-secondary certificate and accounting experience will be considered
- 1-2 years of experience in office administration
- Excellent written and verbal communication skills
- Good organizational, time management and prioritizing skills
- Proficiency in Microsoft Office (Excel, Word, and Office Suite)
- 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
- Ability to speak and/or understand the Cree and/or Dene language would be an asset

## **Working Conditions:**

- Fast-paced, time-sensitive working environment
- Confidentiality environment with access to sensitive information
- Background checks must meet Agency minimal acceptable standards
- A valid driver's license and have access to a vehicle, will be an asset

**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 2025-020 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 #2025-020  
315 McGee Street  
Winnipeg, MB R3G 1M7  
Fax: 204-790-4455  
Email: [hr@awasisagency.ca](mailto: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**