



EMPLOYMENT OPPORTUNITY

Competition No.:	2021-62
Position:	Management Assistant (non-union position)
Classification:	AY4: \$45,904.58 – \$52,310.31
Conditions:	<ul style="list-style-type: none">• Full-Time permanent• An Eligibility List may be established for future openings• Preference will be given to internal candidates
Department:	Administration
Location:	1410 Mountain Avenue
Date Posted:	October 12, 2021
Closing Date:	October 26, 2021 (or open until filled)
Applications:	Email: hr@secfs.ca Fax: 204.594.0499

Duties & Responsibilities:

- Providing overall support to the Senior Management Team including financial reconciliations
- Confidential interaction with personnel, documentation, correspondence, and processes
- Wide range of written composition utilizing MS Office applications and CFSIS
- Organizing meetings including the preparation of all relevant materials, venues, supplies, etc.
- Overseeing the maintenance of files; and, all relevant parties associated with the Agency
- Ordering, processing, and distributing all birth certificates
- Processing all internal and external case transfers
- Coordinating Administrative Assistant meetings and ongoing coverage/backup calendar
- Overseeing attendance and time keeping for Directors, Quality Assurance, Administrative Assistants, and Reception
- Processing legal documents with an attention to detail and deadlines
- Processing and distributing identification / business cards
- Ordering office supplies and managing service calls for office equipment
- Participating in and/or managing special projects
- Flexibility in working hours (and at times locations)
- Other duties as assigned

Qualifications:

- A relevant Diploma or Certificate from a recognized academic institution with at least two (2) years of work experience at a senior level in the area of office administration (an equivalent combination of education and experience may be considered)
- Proficiency in MS Word, Excel, Outlook and PowerPoint
- Experience with CFSIS will be considered an asset
- Excellent oral and written communication skills
- A valid driver's license and a reliable vehicle
- Satisfactory Criminal Record, Prior Contact; and, Child Abuse Registry Checks
- Proof of being fully vaccinated against COVID-19 by Oct 31, 2021

Application Process:

Please forward your résumé (with three [3] references) and a cover letter stating clearly how you meet the qualifications. Cite the competition number and position in the subject line when submitting by email or fax.

Preference will be given to Southeast members and Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.



Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

We offer exceptional life insurance; pension; health/vision/dental; and, annual leave benefits

Job Postings can be viewed at: www.southeastcfs.org