



Competition No.: **2024-107**
Position: **Travel/Purchase Order Administrative Assistant**
Classification: **Dependent on Qualification**

- Full Time Term (Flexible Evening Shifts)
- Preference will be given to internal candidates
- An eligibility list may be established for future openings

Conditions:
Department: **After Hours Unit**
Location: **1410 Mountain Ave, Winnipeg**
Closing Date: **November 7, 2024**
How to apply: **Email: apply@secfs.ca Fax: 204-594-0499**

Reporting directly to the Supervisor, the successful candidate is responsible for providing Purchase Orders and Travel requests as well as providing administrative and clerical services. Services provided are in accordance with the cultural values and beliefs of the Southeast First Nation Communities.

RESPONSIBILITIES:

- Process vendor/supplier purchase orders and memos.
- Ensure that purchase orders are appropriately filled out for accounting purposes (proper authorization/proper signatures on request for purchase/proper expense allocation).
- Fax/Email purchase orders to suppliers; call suppliers to ensure that PO was received.
- Copy and fax purchase orders to SECFS staff.
- Process maintenance expenses; organize greens together with purchase order and provide to the maintenance AP team to process.
- Respond to phone calls/emails regarding requests for purchase/request for travel.
- Input data on spreadsheets including; new admissions, readmissions, and discharges as provided by maintenance staff.
- Files, labels, copies, and retrieves documents; word processes reports, forms, correspondence, minutes, etc.
- Inputs data into CFSIS; maintains caseload documentation in compliance with CFS regulations, Southern Authority, and legislation.
- Supports other unit members and engages in positive team building exercises; works well with co-workers, is supportive and cooperative; provides orientation for new unit staff regarding administrative procedures.
- Composes, edits, and updates all relevant documentation.
- Operates fax machine, photocopier, computer, shredder, etc.
- Maintains the Unit's attendance records and submits to Human Resources accordingly (including all leave forms, biweekly spreadsheets, yearly spreadsheets, etc.).
- Other duties as assigned.

QUALIFICATIONS:

- High school graduate (post-secondary education and/or training would be considered an asset).
- Proficient with Microsoft Office (i.e., Word, Excel, and Outlook).
- Working knowledge of CFSIS will be considered an asset.
- Experience/training in excel/FACTS/purchase order databases; Knowledge of accounting systems that are used by SECFS.
- Understanding of Internal Controls as would be gained via an accounting course or on the job training.
- Demonstrated ability to work independently as well as part of a team.
- Excellent oral and written communication skills.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Checks.
- Valid drivers license and reliable vehicle.

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 who apply, however, only those who selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

**Berens River First Nation - Black River First Nation - Bloodvein First Nation- Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation**