Competition No.:	**2026-060**
Position:	**Administrative Assistant**
Classification:	**AY3 Salary Scale: $47,195.79 - $55,362.85**
Conditions:	• Full Time Permanent (Non-Unionized)
Department:	**Berens River First Nation Community Based Team**
Location:	**Berens River First Nation, MB**
Closing Date:	**November 20, 2026**
How to apply:	**Email: apply@secfs.ca Fax: 204-594-0499** ***Applications can also be dropped off at the Local CFS Office***

Southeast Child & Family Services is looking for an organized, friendly, and dependable Administrative Assistant to join our team.
Reporting to the Supervisor, the Administrative Assistant helps keep the office running smoothly by providing day-to-day administrative support to staff and assisting visitors. The position supports services delivered in a manner that respects the cultural values and traditions of Southeast First Nation communities.

RESPONSIBILITIES:

- Welcome visitors, answer telephone calls, and direct inquiries to appropriate staff.
- Assist with opening and closing the office each day, as assigned.
- Provide day-to-day administrative support to the Unit Supervisor and team members.
- Prepare, organize, and maintain files, reports, correspondence, and other documentation.
- Enter and update information in electronic databases, including CFSIS.
- Assist with scheduling appointments, coordinating meetings, and taking meeting minutes.
- Maintain unit records, spreadsheets, and tracking logs.
- Process incoming and outgoing mail and assist with general office duties.
- Track employee attendance and submit leave documentation to Human Resources.
- Assist with administrative tasks related to child and family services.
- Maintain confidentiality and provide courteous, professional service to families and community members.
- Other duties as per operational needs or as assigned by Supervisor.

QUALIFICATIONS:

- High school graduate (post-secondary education and/or training would be considered an asset).
- Comfortable using Microsoft Office (i.e., Word, Excel, and Outlook).
- Working knowledge of CFSIS will be considered an asset.
- Demonstrated ability to work independently as well as part of a team.
- Good oral and written communication skills.
- Must be able to obtain satisfactory Criminal Record; Child Abuse Registry; and, Prior Contact Check.
- Valid drivers license and reliable vehicle.

Applicants with transferable administrative skills are encouraged to apply. Previous experience in child and family services is not required.

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 in 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