



EMPLOYMENT OPPORTUNITY

SUMMER STUDENT – ADMINISTRATIVE ASSISTANT SUPPORT WORKER (2 Positions)

POSITION SUMMARY:

The successful candidate will provide administrative and general support to the Eagle Urban Transition Centre and report to the Eagle Urban Transition Centre Program Manager.

KEY ACTIVITIES:

- Handling telephone inquiries, recording and taking messages.
- Handle initial contacts by telephone, in-person from the public.
- Maintaining filing system, archiving files.
- Faxing and photocopying.
- Ordering, maintaining office supplies and inventory of same.
- Provide general office maintenance for office electronic machines (photocopier, fax and printer) and calling for repairs when necessary.
- Other duties as may be assigned.

QUALIFICATIONS:

- Is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a student in a secondary, post-secondary, vocational or technical program;
- Was registered as a full time student during the preceding academic year;
- Intends to return to school on a full time basis during the next academic year;
- Experience interacting with a diverse group of individuals, particularly youth, is preferred.
- Demonstrated organizational and time management skills.
- Able to set priorities and work under pressure.
- Computer experience is required, Microsoft Word, Excel, Powerpoint and Outlook.
- Excellent verbal and written communication skills.
- Team player with strong interpersonal skills, ability to work with staff and the public, outgoing and friendly personality.
- Demonstrated ability to take initiative, attention to detail and maintain work accuracy.
- Punctual and reliable, able to follow directions in a timely fashion.
- Working in a confidential work setting is preferred.
- Open to assisting with cultural summer activities.
- Class 5 Driver's license would be an asset, willing to travel.

Closing date for applications is: Friday, June 12, 2020

Start date: Monday, July 6, 2020 – August 28, 2020

Please submit a cover letter identifying your qualifications with a resume to the attention of:

Human Resources
Assembly of Manitoba Chiefs
2nd Floor, 275 Portage Avenue
Winnipeg, MB R3B 2B3

Fax: (204) 954-3066

Email: hr@manitobachiefs.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Candidates are required to provide 2 letters of reference from a previous employer; preference will be given to a qualified First Nation candidate.