

## **ADMINISTRATIVE ASSISTANT**

### **Authority**

The Administrative Assistant works under the supervisory function of the MFNERC Communications Manager.

### **Purpose**

The Administrative Assistant is responsible for providing administrative support services to the Communications Manager as well as helping with Conference Planning.

### **Specific Responsibilities**

- Undertakes a range of functions to ensure the smooth operation of the administration activities within the communications department including office related matters and correspondence;
- Maintains Communications employees attendance and travel schedule daily;
- Opens and distributes incoming regular and electronic mail and other material; and coordinates the flow of information internally and with other employees;
- Acts as the first point of contact for on-site visitors and answers relevant questions regarding the organization;
- Operates and maintains office equipment and arranges repairs when necessary;
- Drafts or prepares responses to correspondence as required;
- Compiles information and data and assists in the preparation of MFNERC correspondence as required;
- Formats, reviews, and edits documents for communications employees as required;
- Develops, maintains, and distributes templates to support effective reporting, planning, and correspondence;
- Answers the telephone and electronic enquiries and relay telephone calls and messages;
- Orders office supplies and maintains inventory;
- Organizes and coordinates various meetings as necessary;
- Arranges travel schedules and makes reservations, etc. for office employees;
- Provides support when necessary for special projects, conferences, workshops and other directly related activities of the MFNERC;
- Maintains the program filing system; establish, maintain, process, and update files, records, and/or other documents;
- Resolves routine administrative problems;
- Maintains log of inquiries and responds to inquiries concerning activities and operations of program as required;
- Performs basic financial functions;
- Attends Administrative Support Meetings as required;

- Performs other duties as assigned.

## Qualifications

### Education & Experience

- A minimum High School Diploma and Business Education or equivalent with five years secretarial experience;
- Excellent grammatical skills;
- Experience working with First Nations in the field of education would be preferred;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment
- Fluency in a First Nations language is considered an asset;
- Excellent oral and written communication skills in technical and plain language writing;
- Proficient in Microsoft Office software applications;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Ability to relate to and communicate well with others;
- Ability to deal with highly confidential and sensitive matters;
- Ability to set priorities and organize workload effectively and efficiently;
- Appreciation and respect for First Nations education reform strategies.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. on **Wednesday July 6, 2022** to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Posted: June 22, 2022**