

**TRAVEL AGENT**  
***(OPEN UNTIL FILLED)***

**Authority**

The travel agent will report to the Director of Finance.

**Purpose**

The travel agent will arrange travel schedules and make reservations for MFNERC Staff. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

**Specific Responsibilities**

- Arranges travel schedules and make reservations, etc. for MFNERC Staff;
- Schedules and confirms airfare arrangements and if required, hotel arrangements;
- Maintains a daily itinerary for the immediate supervisor;
- Develops, maintains, and distributes templates to support effective reporting, planning, and correspondence;
- Answers telephone and electronic enquiries and relay telephone calls and messages;
- Provides administrative 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 bookkeeping 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;
- Demonstrated travel experience dealings within Manitoba, Canada and Trans-border;
- Demonstrated knowledge of travel industry best practices;
- Expertise in travel fares and complex travel itineraries;
- Excellent communication skills, with the ability to build relationships with business owners, decision makers and managers who book corporate travel;
- High attention to detail;

- Excellent grammatical skills;
- Experience working with First Nations in the field of education an asset;
- 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 (Word and Excel);
- 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;
- Appreciate 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) 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 qualified First Nations applicants; 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.

Please visit our website [www.mfnerc.org](http://www.mfnerc.org) or scan QR code for MFNERC Employment Page

