



First Nations of Northern Manitoba Child and Family Services Authority

Administrative Assistant Permanent Position

The First Nations of Northern Manitoba Child and Family Services Authority (Northern Authority) is responsible for administering and providing for the delivery of child and family services (CFS) to twenty-seven First Nation communities through seven mandated First Nations CFS agencies.

Duties:

The Administrative Assistant position is responsible for providing exceptional administrative support to staff. The position is responsible for mail, assisting with event/conference coordination, transcribing documents, data entry, and reception coverage. The position will schedule and coordinate online calendars and coordinate meetings with internal and external stakeholders.

Qualifications:

- Post-secondary training and experience in performing reception, clerical and administrative duties.
- Strong written communication skills with experience taking and preparing meeting minutes.
- Strong verbal communication skills with a proven ability to communicate information.
- Experience working with SharePoint and MS Office (Outlook, Word, Excel, and PowerPoint).
- Experience handling sensitive and confidential material in a professional manner.
- Experience working in the child welfare field
- Excellent accuracy when preparing documents and entering data.
- Strong organizational and time management skills with the ability to prioritize and meet deadlines.
- Demonstrate initiative and takes direction well.
- Ability to work effectively in a team environment.
- Ability to speak Cree, Dene and/or Oji-Cree is a definite asset.

Conditions of Employment:

- Must provide a satisfactory criminal records check, child abuse registry check and prior contact check prior to starting employment.
- Must be able to work independently and in team environment
- Please ensure your cover letter and resume clearly indicate how you meet the qualifications and include two (2) professional references.

Deadline for Applications: December 7, 2021

Apply to:

Advertisement #NA109
First Nations of Northern Manitoba
Child and Family Services Authority
Human Resources
200-300 Alpine Way
Winnipeg (Headingley), MB
Phone: (204) 942-1842
Fax: (204) 942-1858
Email: humanresources@northernauthority.ca

"We thank all who apply and advise that only those selected for further consideration will be contacted."

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resume if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with disabilities.