



Competition No.: **2024-099**
Position: **Management Assistant**
Classification: **AY4 Salary Scale: \$49,201.45 - \$56,067.24**
Conditions:

- Full Time Permanent (Non-Unionized)

Department: **Administration**
Location: **1410 Mountain Avenue**
Closing Date: **October 23, 2024**
How to Apply: **Email: apply@secfs.ca Fax: 204-594-0499**

Reporting to the Executive Assistant, the Management Assistant will provide comprehensive administrative support to the Senior Management Team. This role entails a wide range of responsibilities including financial reconciliations, confidential document handling, meeting coordination, and legal document processing.

RESPONSIBILITIES:

- Providing overall support to the Senior Management Team including financial reconciliations.
- Confidential interaction with personnel, documentation, correspondence, and processes.
- Wide range of written composition utilizing Microsoft Office software and CFSIS.
- Organizing meetings including the preparation of all relevant materials, venues, supplies, etc.
- Overseeing the maintenance of files; and, all relevant parties associated with the Agency.
- Ordering, processing, and distributing all birth certificates.
- Processing all internal and external case transfers.
- Overseeing attendance and time keeping for Directors, Quality Assurance, Administrative Assistants, and Reception.
- Processing legal documents with strict attention to detail and deadlines.
- Processing and distributing staff identification and business cards.
- Ordering office supplies.
- Participating in and/or managing special projects.
- Flexibility in working hours (and at times locations).
- Other duties as assigned.

QUALIFICATIONS:

- Post-Secondary education in Administration (an equivalent combination of education and experience may be considered).
- A minimum of two (2) years experience supporting senior management in an office setting.
- Proficiency with Microsoft Office (i.e., Word, Excel, and Outlook).
- Excellent verbal and written communication skills.
- Experience with CFSIS will be considered an asset.
- Valid driver's license; a reliable vehicle.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Check.

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 within their cover letter.** We thank all applicants; however, only those candidates 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