



## Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**

**Unit: Thompson Central Office (TCO)**

**Location: Thompson, MB**

**Position:** Administrative Support Clerk (Family Enhancement Program)  
One (1) Full-Time, Permanent Position

The Administrative Support Clerk is responsible to provide administrative support services to the Family Enhancement Program staff and projects. The incumbent is expected to exercise initiative and independent judgement in determining work priorities, work methods to be employed and action to be taken on matters.

### **Qualifications:**

- Relative post-secondary education such as a diploma or certificate in an administrative/office course or a combination of education/experience will be considered
- Minimum of 2 years in administration required
- Effective written and verbal communication skills
- Computer literacy, including effective working knowledge of MS Word, Excel, PowerPoint and Outlook required
- Ability to use general office equipment efficiently and effectively
- Superior time management and multitasking skills, and the ability to prioritize tasks with minimal supervision
- Pro-active with an ability to work under own initiative with minimal direction, as well as within a team setting
- Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job
- Motivated individual with proven initiative

### **Working Conditions:**

- Must have a satisfactory Criminal Record Check, Child Abuse Registry Check, Prior Contact Check and Driver's Abstract
- Must adhere to confidentiality when working with sensitive information
- Must be willing to travel
- Must have a valid driver's license and access to vehicle

**Salary:** Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

**Closing Date: Friday, September 13, 2019**

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2019-058 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition Number 2019-058  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: (204) 778-8428  
Email: [hr@awasisagency.ca](mailto:hr@awasisagency.ca)

*We thank all applicants who apply, however, only those selected for an interview will be contacted*