



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
OFFICE: Keewatino/Yatthe Ghe Family Enhancement Centre
LOCATION: Thompson, MB

Position: Travel Clerk-Family Enhancement
One (1) Full-Time Permanent Position

Reporting to the Administrative Services Coordinator, the Travel Clerk-Family Enhancement performs work of a considerable variety and/or moderate complexity. Tasks including assessing, processing and completing travel/travel related requests. Some responsibilities include but are not limited to receiving and reviewing documentation (travel authorizations/greenies/pinkies/memos) requesting travel arrangements; booking meeting rooms; Issuing and forwarding authorized purchase orders; responsible for issuing taxi slips, responsible for receiving and processing clothing/activity allowance requests, responsible to maintain confidentiality in accordance with the Agency Policy and Procedure Manual. The incumbent must demonstrate excellent attention to detail. Time management skills are essential that will ensure work deadlines are met and job responsibilities are performed in a timely manner.

Qualifications:

- Business Administration Diploma and accounting experience or a related post-secondary certificate and accounting experience will be considered
- Excellent written and verbal communication skills
- Good organizational, time management and prioritizing skills
- Proficiency in Microsoft Word, Excel and Outlook
- Must be self-motivated with the ability to work independently as well as a team setting
- Sensitivity to and an understanding of First Nations culture and values
- Ability to speak and/or understand the Cree and/or Dene language would be an asset

Working Conditions:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Maintain a satisfactory Prior Contact check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract prior to starting the position and throughout employment as required
- A valid driver's license and have access to a vehicle, will be an asset

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

Closing Date: Friday, August 2, 2024

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2024-082 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 #2024-082
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
Email: hr@awasisagency.ca

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

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process