



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Split Lake (Tataskweyak) Sub-Office
LOCATION: Split Lake, MB

Position: Receptionist
One (1) Full Time Permanent position

Summary of Position:

As a member of the administrative team, the Receptionist is the important first contact for clients, visitors, and the public. The incumbent uses good customer service skills to manage calls, visitors, and admin related requests. The Receptionist is responsible for administrative support to staff and assists with projects and events for the Agency. This includes coordinating and communicating office activities, preparing correspondence, and maintaining office, and equipment supplies. The Receptionist is well organized and demonstrates strong interpersonal skills to effectively communicate with a variety of people in an environment where confidentiality is required.

Qualifications:

- High School Diploma or equivalent
- Experience living/working in northern First Nations communities an asset.
- 1-2 years office experience preferred.
- Demonstrated time-management skills.
- Good understanding of Microsoft Office suite (Outlook, Word, Excel, Teams).
- Dene or Cree language preferred.

Working Conditions:

- Child welfare office environment.
- Highly emotional situations may occur occasionally.
- Provide satisfactory Criminal Record, Child Abuse Registry and Prior Contact checks prior to starting the position, and throughout employment as required.
- Travel, overtime, and on-call responsibilities may be required occasionally.
- May be located in a remote community office or in an urban office.

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

Closing Date: Open Until Filled (OUF)

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 2024-133 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-133
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.