



**Professional Employment Opportunity**  
**AWASIS AGENCY OF NORTHERN MANITOBA**  
**Unit: Transition Program/Post Majority Support Services-South**  
**Location: Winnipeg, MB**

**Position:** Receptionist/Administrative Support Clerk  
One (1) Full-Time Permanent Position

The Receptionist/Administrative Support Clerk will be responsible for a variety of clerical office duties to support the Transition Program (TP)/Post Majority Support Services Staff and projects. Some of the duties include but are not limited to: answering and referring incoming telephone calls, administering Agency correspondence, typing and formatting, filing, ordering office supplies, coordinating and communicating office activities, greeting visitors and booking boardrooms for meetings. The Receptionist is the first point of contact and is expected to be punctual, professional, self-motivated and exercise initiative in determining work priorities.

**Qualifications:**

- Completion of an administrative office certificate or secretarial course.
- Minimum of 2 years in reception/administration experience.
- A strong work ethic and reliable
- Proven ability to prioritize workloads and meet deadlines
- Proficiency in Microsoft Word, Excel and Outlook
- Self-motivated with the ability to work independently, as well as part of a prevention unit team
- Sensitivity to, and an understanding of First Nations culture and values
- Ability to speak and/or understand the Dene and/or Cree language would be an asset

**Working Conditions:**

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Overnight and remote travel approximately 5% of the time
- Background checks must meet Agency minimal acceptable standards
- Maintain a valid driver's license and access to a vehicle

**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 2025-032 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 #2025-032  
315 McGee Street  
Winnipeg, MB R3G 1M7  
Fax: 204-790-4455  
Email: [hr@awasisagency.ca](mailto: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.**