



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Thompson Central Office (TCO)
LOCATION: 701 Thompson Drive, Thompson, MB

Position: **Administrative/Case Aide Team Lead**
One (1) Full-Time, Permanent position

Summary of Position:

The Administrative/Case Aide Team Lead is a key role in the administrative team. The incumbent cooperates with the Directors, Supervisors and Coordinators to provide a variety of administrative support services, reviewing, preparing, and processing documents, maintaining office supplies. Supervises the reception staff to ensure seamless operation. The Administrative/Case Aide Team Lead ensures that rooms and equipment are prepped and ready for training and meetings. Working with a diverse group of employees and clients, solves challenges that arise. Keeping confidentiality, the incumbent follows Agency policies and procedures and demonstrates initiative and sound judgment in determining work priorities.

Qualifications:

- Certificate or diploma in Office Assistant or Business Administration
- A valid driver's license
- Familiarity with Microsoft office (Excel, Word and Office Suite)
- Demonstrated understanding and respect for Indigenous culture
- Knowledge of, or work experience in northern Manitoba communities considered an asset
- Ability to speak Cree/ Dene languages an asset

Working Conditions:

- Fast paced, time sensitive, child welfare working environment
- Professional office environment
- An environment where maintaining confidentiality is important
- Overtime required occasionally to address issues outside of usual work hours
- Background checks must meet Agency minimal acceptable standards

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 2026-052 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 #2026-052
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.