



INTERNAL EMPLOYMENT OPPORTUNITY

Office Manager

The Southern First Nations Network of Care is recruiting for an Office Manager. We are looking for a highly responsible and professional individual to manage our administrative support and services for our offices.

Qualifications:

The successful candidate must possess the following:

- Several years' experience providing administrative and office management support in a high pressure, fast paced and confidential environment.
- High School graduate/Diploma-Certificate in Business Administration; additional related training preferred
- Supervisory experience, including dealing with a variety of human resource activities, as well as strong leadership skills.
- Experience with and knowledge of administrative/personnel policies and procedures.
- Experience in research/analysis, compilation of confidential documents/information and extensive experience with records management.
- Strong interpersonal skills, including effective team player and good customer service skills.
- Excellent oral and written communication skills.
- Extensive experience and proficiency in Microsoft Word, Excel, Outlook.
- Experience utilizing Visio, PowerPoint and Publisher would be desired.
- Strong organizational skills and demonstrated time management skills to effectively work independently.

Duties:

Reporting directly to the Chief Financial Officer, this position provides services in the areas of administration and building management. The position currently is responsible for the supervision of 3 administrative/clerical staff. Other key areas of responsibility include managing the day-to-day operations of the office building.

Skill and Competency Requirements

- To perform this job successfully, the individual should demonstrate an ability to apply an Indigenous perspective to the work.
- Has good people management, communication and problem solving skills. Is committed, takes initiative, and is team oriented.

All remuneration is commensurate with the provincial pay scales.

Applications deadline March 4, 2021

Your cover letter and resume must clearly indicate how you meet the qualifications.

A clear criminal record check, child abuse registry check, and a prior contact check are mandatory. Must have a valid driver's license and access to a vehicle as travel is required for this position.

Please submit your resume with cover letter to:

Kent Brown,

Director of Human Resources

Southern First Nations Network of Care

200-200 Alpine Way, Headingley, Manitoba, R4H 0B7,

FAX: 783-7996 or email: kent.brown@southernnetwork.org

Ékosi, Miigwetch, we thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people from our Southern First Nations and applicants are asked to self-declare in their resume or cover letter.