

SAGKEENG CHILD & FAMILY SERVICES INC

*****NOW HIRING*****

Position: Resource and Support Services Assistant
Position Type: Permanent Full-Time
Immediate Supervisor: Assigned Supervisor
Location: Winnipeg Office
Salary Range: In accordance with the Provincial Salary Scale
Agency Benefits: We offer a full and comprehensive benefits package 6 months after employment.

Sagkeeng Child and Family Services is a First Nations CFS Agency who strives to recruit inspired, accountable and driven individuals to join our diverse talented team of professionals. If you are an individual that is looking to commit and be a part of our progressive environment, we want you to be a part of our team!

General Duties:

The Office Administrative Assistant performs a variety of administrative and clerical duties. The Office Administrative Assistant also provides support to Managers and staff, assists with daily office needs and manages the Agency's administrative activities. Other duties include, but not limited to:

- Maintains computer and manual filing systems.
- Handles sensitive information in a confidential manner.
- Resolves office administrative issues.
- Performs general clerical duties to include, but not limited to: photocopying, faxing, mail distribution and filing.
- Creates and modifies various documents using Microsoft Office.
- Answers phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner.
- Performs all other related duties as assigned.

Qualifications:

- Minimum grade twelve diploma; preferred certification or diploma in Office Administration.
- One (1) year of experience directly in the social services/child care profession is preferred.
- Excellent interpersonal, verbal, written and organizational skills.
- Excellent problem solving, decision-making and interpersonal skills.
- Demonstrated ability to work as part of a team.
- The ability to speak and/or understand the Ojibway language is considered a definite asset.

Qualified candidates will be required to undergo a criminal record check, child abuse registry check, and a prior contact check as a condition of employment. Sagkeeng Community members and Indigenous candidates will be given preference and are encouraged to self-identify as being of Indigenous descent.

Resumes can be sent to: Michael Gabriel, Human Resources Manager

Mail: 85 Muir Road, Winnipeg MB. R2X 2X7 or P.O. Box 700, Pine Falls MB. R0E 1M0

Fax: (204) 949 1669; (204) 367 8510

Email: employment@sagkeengcfs.org

Deadline: Sunday, February 25, 2018

We thank all who apply; however, only those selected for interviews will be contacted.