



Competition No.	2019 – 27
Position:	Management Assistant
Classification:	D.O.Q.
Conditions:	Full-time, Permanent, Non-unionized
Department:	Administration Office
Location:	1410 Mountain SECFS Office
Date Posted:	March 15, 2019
Applications accepted until:	4:00 p.m. on – March 29, 2018 (or until the position is filled)
Submit resume, references:	Email: tamara.cardinal@secfs.org Fax: (204) 947 – 0009

All hiring is subject to satisfactory checks: *prior contract, child abuse and criminal records*. The ability to speak Ojibwe is considered a strong asset. Preference will first be awarded to: a) qualified internal candidates, b) Aboriginal candidates and Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.

Southeast Child & Family Services (SECFS) provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

POSITION SUMMARY: The incumbent provides administrative support to the senior management of SECFS. The candidate will perform a variety of complex and responsible duties to relieve the senior management of administrative detail.

DUTIES AND RESPONSIBILITIES:

- Serving as a confidential assistant to senior management;
- Composing correspondence, reports, and recommendations;
- Organizing meetings and preparing meeting materials; Arranging appointments, reviewing and sorting incoming mail and generally responding to routine matters;
- Overseeing the maintenance of confidential files and all relevant parties associated with the organization;
- Organizing all travel arrangements for senior management;
- Ordering birth certificates;
- Cases Transfers – internal and external;
- Administrative Assistant monthly meetings and coverage calendar;
- Director and unit admin attendance tracking;
- Timesheet tracking for Mountain reception and file room;
- Legal document requiring signatures; Travel letters;
- Arranging staff ID cards and business cards for staff;
- Accesses CFSIS system as required by the management team;
- Ordering office supplies and service calls for office equipment (copier, computers, phones, etc.);
- Participate in or manage special projects as assigned.

QUALIFICATIONS:

- An Administrative diploma from a recognized community college or a degree from a recognized university is required, or equivalent education or work experience;
- A minimum of two (2) years of work experience at a senior administrative level, preferably within the social services or child welfare system;
- A valid driver's license and reliable vehicle is required;
- Required to work flexible hours in response to crisis or agency need with the unrestricted ability to travel as required;
- Satisfactory Criminal Records, Child Abuse, Adult Abuse Registry checks is a requirement of all SECFS employment positions.