



WEST REGION CHILD & FAMILY SERVICES, INC.
invite applications for the position of

**Casual Administrative Assistant
Winnipeg Sub Office**

Reporting to the Administration Manager, this individual will be responsible for providing receptionist duties and administrative support for the WRCFS Sub-Office, located in Winnipeg.

Duties will include:

- performing receptionist duties
- maintaining records and filing
- performing reservation clerk duties as needed
- ordering, tracking and distribution of office supplies
- operating and maintaining standard office equipment
- preparing and distributing purchase orders and taxi requests
- provide coverage to Administration team as needed
- other related duties as required

Qualifications:

- Minimum grade XII with training and/or experience in office administration
- Knowledge of switchboards along with excellent telephone etiquette would be an asset
- Computer training and/or experience with Microsoft Word, Excel and Outlook is an asset
- Demonstrate ability to communicate effectively, both orally and in writing, and to meet and deal effectively with people
- Knowledge of and appreciation for Ojibway culture and aspirations are essential
- Excellent administrative and organizational skills
- Must be bondable
- Must be able to work as part of a team and be a team player in a fast paced environment
- Must participate in staff development relevant to the position

SALARY: Commensurate with experience and training and according to provincial pay scale.

The successful applicant must provide WRCFS with a current Criminal Record check that includes a Vulnerable Sector Search, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to commencement of employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

DEADLINE FOR APPLICATIONS: Tuesday January 2, 2018

Submit resumes to: Verna Mclvor, MSW, RSW
Director of Urban Services
West Region Child & Family Services, Inc.
255 Sherbrook St
Winnipeg, Manitoba R3C 2B8
Fax: (204) 985-4079

We thank all who apply, however, only those selected for an interview will be contacted.