



EMPLOYMENT OPPORTUNITY

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| Competition No.: | 2021-38 |
| Position: | Administrative Assistant (non-union position) |
| Classification: | AY3 Qualified Candidate's Salary: \$40,924.46 - \$46,778.95 |
| Conditions: | <ul style="list-style-type: none">• <i>Full-Time Permanent</i>• <i>An Eligibility List may be established for future openings</i>• <i>Preference will be given to internal candidates</i> |
| Department: | Berens River Community |
| Location: | Berens River, MB |
| Date Posted: | July 8, 2021 |
| Closing Date: | July 22, 2021 (or until filled) |
| Applications: | Email: hr@secfs.ca Fax: 204.594.0499 |

Position Summary:

- Reporting directly to the Supervisor, the successful candidate is responsible for providing administrative and clerical services
- Services provided are in accordance with the cultural values and beliefs of the Southeast First Nation Communities

Duties & Responsibilities:

- Carries out prescribed procedures for opening the office in the morning and closing the office at day's end
- Greeting the public; receives / screens visitors; assists visitors courteously and promptly and directs them as appropriate
- Answers telephone calls and processes daily mail (including maintaining a log of all incoming and outgoing correspondence)
- Performs all clerical duties including the scheduling and confirmation of appointments
- Files, labels, copies and retrieves documents, word processes reports, forms, correspondence, files, minutes, etc.
- Inputs data into CFSIS and maintains caseload documentation in compliance with CFS regulations, Southern Authority and legislation
- Provides orientation for new DSWs regarding administrative procedures
- Edits documentation and participates in updating social work forms
- Orders and maintains an inventory of office supplies and operates fax, photocopier, computer, shredder, etc.
- Maintains the Unit's attendance records (including all leave forms, etc.)
- Other duties as assigned

Qualifications:

- High School graduate (post-secondary education and/or training would be considered)
- Proficient with Microsoft Office
- Working knowledge of CFSIS will be considered an asset
- Demonstrated ability to work independently as well as part of a team
- Excellent oral and written communication skills
- Ability to speak Ojibway is an asset

Application Process:

- Preference will be given to Southeast Community Members and Indigenous (First Nations, Métis or Inuit) candidates meeting the posted requirements
- Forward your résumé (with three [3] references) and cover letter stating clearly how you meet the qualifications
- Please cite the Competition Number and Position in the subject line when submitting by email or fax
- Satisfactory Criminal Record; Prior Contact; and, Child Abuse Registry Checks are required for all SECFS positions
- We thank all applicants; however, only those candidates selected for an interview will be contacted



Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

We offer exceptional life insurance; pension; health/vision/dental; and, annual leave benefits

Job Postings can be viewed at: www.southeastcfs.org