



**MANITOBA FIRST NATION
PERSONAL CARE HOME NETWORK**

JOB POSTING

Position Title: Administrative Assistant

Reports To: President, Vice-President, Secretary/Treasurer, MFNPCHNG

Employment Term: 1-year term contract

Start Date: As soon as possible

Salary: Commensurate with qualifications and experience

Closing Date: **OPEN UNTIL FILLED.**

Position Overview:

The Administrative Assistant provides comprehensive administrative support to ensure the efficient operation of the office and the network's daily activities. Assisting management with scheduling, correspondence, record-keeping, and supporting various projects and initiatives as required. Maintaining a professional, organized, and effective office environment.

In this role, the Administrative Assistant is also expected to uphold and reflect the Seven Sacred Teachings in all interactions and responsibilities, while maintaining a high level of confidentiality, professionalism, and integrity when handling sensitive information.

Main Responsibilities:

- Provide administrative support including preparing documents, drafting maintaining files, and handling correspondence.
- Provide monthly updated reports to the network.
- Assist in setting up an office.
- Scheduling meetings, coordinating calendars, and preparing meeting agendas and minutes.
- Maintain and update records and databases.
- Support project coordination and follow-up activities as assigned.
- Serve as a point of contact for internal and external communications.
- Assist with onboarding of new staff and other HR-related administrative duties.
- Ensure office supplies and resources are maintained and organized.
- Contribute to a positive and collaborative workplace environment.

Qualifications and Skills:

- Grade 12 graduate.
- An office assistant certificate.
- Two years of administrative experience.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.
- Demonstrated ability to maintain confidentiality.
- Professional and proactive approach to problem-solving and tasks.
- Excellent analytical and problem-solving abilities, decision making skills, effective oral and communication skills, judgement and interpersonal skills.
- Proficiency in data collection and analysis.
- Demonstrated conflict management skills.
- Knowledge of Indigenous culture and traditions.
- Innovative, highly motivated and an energetic team player.
- Ability to perform the duties of the position on a regular basis
- Successful candidate will be required to submit a satisfactory Criminal Record Check, Adult Abuse Registry Check, and Child Abuse Registry Check.

How to Apply:

Please submit a cover letter, resume, and three professional references to the Manitoba First Nation Personal Care Home Network.

Applicants must also provide:

- Criminal Record Check
- Adult Abuse Registry Check
- Child Abuse Registry Check

Attention To: Wanda Cook, Executive Recorder

Email: Administrator@gmgcc.ca