

WEST REGION CHILD & FAMILY SERVICES, INC.



invites applications for the position of **RECEPTIONIST/ADMINISTRATIVE ASSISTANT** **ROLLING RIVER HEAD OFFICE**

Reporting to the Operations Financial Manager, the Receptionist will be responsible for providing a variety of receptionist duties and administrative support. Duties include the preparation of correspondence, reports, spreadsheets; composing letters in response to routine inquiries; maintaining a bring forward system; setting up and maintaining filing systems, handling telephone inquiries, making travel and meeting arrangements, providing intake/CFSIS support, assisting staff, and other administrative duties as required. This position is based out of the Rolling River Head Office.

DUTIES WILL INCLUDE:

- performing receptionist duties and operating standard office equipment
- tracking and distribution of office supplies/equipment
- providing administrative support
- making meeting arrangements
- maintaining records and filing
- other related duties as required
- IM & CFSIS entry
- providing assistance with resolving computer/phone issues that arise
- overseeing general office needs (ordering supplies, identifying issues, etc.)

QUALIFICATIONS:

- Minimum Certificate in Administration field, with training/experience in office procedures or a combination of relevant education and experience will be considered.
- Demonstrated ability to communicate effectively, both orally and in writing, and to meet and deal effectively with people
- Must have good administrative and organizational skills, including typing skills minimum 40 words per minute.
- must have demonstrated ability to work as part of a team and the ability to work independently
- The ability to speak Ojibway would be a definite asset
- Must have demonstrated knowledge of and appreciation for First Nations culture and aspirations
- Must have computer training and/or knowledge of Microsoft Office

WRCFS offers a supportive, progressive, and innovative work environment, competitive salaries, a great benefits package, and training opportunities. All applicants must be willing to submit to a Criminal Record check that includes a Vulnerable Sector Search, Child Abuse Registry check, Prior Contact check & 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.

Public Health Guidelines will apply.

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

Please submit resume and cover letter by Fax: (204) 636-6100 or email jobs@wr-cfs.org addressing;

Rena Ironstand, Operations Financial Manager, WRCFS Inc., Box 280, Erickson, MB, R0J 0P0

DEADLINE FOR APPLICATIONS: Thursday December 12th, 2024

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Aboriginal people and applicants are asked to self-declare in their resume or cover letter.

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