



First Nations of Northern Manitoba Child and Family Services Authority

Executive Assistant

The First Nations of Northern Manitoba Child and Family Services Authority (Northern Authority) is responsible for administering and providing for the delivery of child and family services (CFS) to twenty-seven First Nation communities through seven mandated First Nations CFS agencies.

Responsibilities:

As the Executive Assistant to the Chief Executive Officer, this position provides confidential and professional administrative support services and manages the day-to-day operations of the Executive Office and the Board of the Directors. This position prioritizes issues, meets deadlines, and interacts effectively with internal and external collaterals of the Authority.

The incumbent will maintain tracking systems for incoming mail, actions, and Government and Agency correspondence while administering all incoming correspondence and taking appropriate action to meet critical deadlines. The incumbent will review and/or compose draft responses while ensuring completeness, accuracy and appropriateness of response on administrative issues.

The successful candidate will review the Chief Executive Officer's email and redirect and/or reply to as appropriate. The incumbent will manage the Chief Executive Officer's calendar arranging meetings and travel itineraries, as well as transcribe, edit and distribute meeting minutes. Draft, format an edit meeting agendas and various correspondence. The incumbent will organize meetings for the CEO and Board of Directors (this will include organizing the venue, catering, travel and preparing the meeting documentation). The incumbent will conduct research and compile information on assigned issues, and manage the Chief Executive Officer's manual and electronic filing systems.

Qualifications:

- Completion of a recognized Office Administration program, general Business Diploma or similar certificate or an equivalent combination of education and practical experience in office administration
- 5+ years of experience as an Executive Assistant to executive management and a Board of Directors
- Well-developed verbal communication skills that enable effective and appropriate communication with a broad range of people at all levels both internal and external to the Authority
- Exceptional written communication skills with the ability to present ideas and information clearly and concisely (minutes, letters etc.)
- Well-developed organizational skills including the ability to work under pressure within tight time lines and with limited lead time
- Excellent interpersonal skills that facilitate effective working relationships with team members, the general public and management demonstrating the ability to handle sensitive issues with tact and diplomacy while maintaining consistency
- Ability to work independently demonstrating initiative
- Ability to make decisions based on complex or limited information

- Proficient computer skills with demonstrated experience in word processing (Word), spreadsheets (Excel), e-mail (Outlook) and data management (databases)
- Ability to speak Cree, Dene and/or Oji-Cree is a definite asset.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

Conditions of Employment:

- Provide a satisfactory criminal records check, child abuse registry check and prior contact check prior to commencing employment.
- Valid Manitoba Driver's Licence and access to a vehicle.
- Travel to northern Manitoba communities and around the Winnipeg area may be required.

Deadline for Applications: April 25, 2018

Apply to:

Advertisement #NA074
First Nations of Northern Manitoba
Child and Family Services Authority
Human Resources
1616 King Edward Street
Winnipeg Manitoba R2H 0G8
Phone: (204) 942-1842
Fax: (204) 942-1858
Email: humanresources@northernauthority.ca

"We thank all who apply and advise that only those selected for further consideration will be contacted."

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resume if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with disabilities.