



MIKAAMING MINO PIMATIZIWIN HEALING LODGE INC.

Full Time Administrative Assistant (Receptionist)

MMPHL requires a full time Administrative Assistant, to contribute to the efficient day-to-day operations of the organization. The Administrative Assistant is required to perform a wide range of duties including, but not limited to reception duties, office administration and support to management and staff.

Professionalism is essential when interacting in-person and over the phone with the general public, staff and treatment participants. The position requires clerical knowledge of reception duties, office systems and confident working knowledge of programming and MMPHL policy and procedures.

The successful applicant will:

- Answer general phone inquiries in a professional and courteous manner
- Direct phone inquiries to the appropriate staff member
- Reply to general information requests with accurate information
- Greet visitors to the organization in a professional and friendly manner
- Proficiency in the use of computer programs (Microsoft word, Excel, etc.) and office equipment (fax, photocopier, voice messaging system, etc.).
- Ability to coordinate travel arrangements for staff
- Ability to multi-task and meet deadlines
- Maintain a high level of confidentiality

General Requirements:

- Minimum Grade 12 High School Diploma.
- Certificate in Business Administration and/or any combination of training with related work experience.
- Must be able to demonstrate how you lead a positive & healthy lifestyle (references and/or cover letter).
- Must have valid MB Class V Driver's License and willing to obtain Class IV.
- Must provide updated Criminal Record, Child Abuse Registry Check(s).
- Must adhere to Oath of Confidentiality and to the expected Code of Conduct of the Centre.

Please submit an updated resume and cover letter;

DEADLINE DECEMBER 11, 2019

to: Human Resource Administrator

Mikaaming Mino Pimatziwin Healing Lodge

Box 84 Fort Alexander, MB

R0E 0P0

Fax: 1.204.367.2324

Email: hr@familytreatment.ca

Please note that only selected individuals will be contacted for an interview