



EMPLOYMENT OPPORTUNITY

Office Clerk/Administrative Assistant

SMPFTC requires a **full time Office Clerk/Administrative Assistant**. This person will assist in the administration of personnel functions, some financial tasks, general office procedures, human resource functions and information technology maintenance and administration.

The successful applicant will have the following:

- Degrees/Certificates in Business Administration and Computer Science or any combination of training with experience which provides the required knowledge, abilities and skills;
- Working knowledge of Computer programming, Accounting Software and applicable programs, and payroll process;
- Good understanding of MB Labour Standards and employee/employer relations.
- Ability to work independently in determining work methods or priorities.
- Ability to maintain strict confidentiality.
- Strong work ethics.

General Requirements:

- Must have a minimum of two years maintained sobriety.
- Must be able to demonstrate how you lead a positive & healthy lifestyle (ie. references and/or cover letter).
- Must have valid MB Class V Driver's License; willingness to obtain Class IV.
- Must provide updated Criminal Record & Child Abuse Registry.
- Must adhere to SMPFTC policies and procedures, Oath of Confidentiality and Code of Conduct and all other applicable ethics the Centre adheres to.

Send a cover letter, current resume with three references to:

Human Resource Administrator
Sagkeeng Mino Pimatziwin Family Treatment Centre
Box 84 Fort Alexander, MB
ROE 0P0
Fax: 1-204-367-2324
Email: hr@familytreatment.ca

The deadline for submission has been extended to 4 p.m. Friday March 15, 2019

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