

MIKAAMING MINO PIMATIZIWIN HEALING LODGE INC.

Employment Opportunity – Administrative Assistant

Sagkeeng First Nation – Fort Alexander, MB

MMPHL requires a **full time Administrative Assistant/Receptionist** who is mature, reliable, and shows initiative. Must have excellent knowledge of office systems, Microsoft Office products, and clerical knowledge of reception duties.

Professionalism is essential when interacting in-person and over-the-phone with the general public, staff and program participants. The Administrative Assistant will be required to perform a wide range of duties including, but not limited to reception duties, office administration and support to management and staff.

The successful applicant will:

- Display proficiency in the use of computer programs (Microsoft Outlook, Word, Excel, etc.) and office equipment (fax, photocopier, voice messaging system, etc.).
- Have professional telephone etiquette.
- Reply to general information requests with accurate information.
- Greet visitors to the organization in a professional and friendly manner.
- Ability to coordinate travel arrangements for staff.
- Ability to multi-task and meet deadlines.
- Maintain a high level of confidentiality.

Qualifications:

- Minimum Grade 12 High School Diploma with 2 years of experience as a receptionist or administrative assistant or 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.
- Must provide updated Criminal Record and Child Abuse Registry Check.
- Must adhere to Oath of Confidentiality and Code of Conduct of the Healing Lodge.

Qualified candidates will be required to undergo a criminal record check and child abuse registry check. Salary is dependent on education and related experience.

Resumes can be submitted to:

Attention: Human Resource Administrator
Mikaaming Mino Pimatiziwin Healing Lodge Inc
P.O. Box 84
Fort Alexander, MB R0E 0P0
Fax: 204.367.2324
Email: hr@familytreatment.ca



Deadline for submission: Open until filled

The Healing Lodge is a nationally accredited facility that honours the strengths and gifts of the First Nations and Inuit families we serve by providing a culturally focused program in a safe environment supporting healing for people who use substances.