



MIKAAMING MINO PIMATIZIWIN HEALING LODGE INC

EMPLOYMENT OPPORTUNITY OFFICE CLERK

Mikaaming Mino Pimatziwin Healing Lodge requires a full-time **Office Clerk**. The primary responsibility is to provide administrative support to the Office Manager and Human Resource Manager/Accreditation Coordinator. The Office Clerk will assist in supporting financial duties, human resource functions, information technology maintenance and administrative functions.

The successful applicant will have the following qualifications:

- Diploma or Certificate in Business Administration, Accounting and Payroll Administration or any combination of training with experience which provides the required knowledge, abilities and skills.
- Working knowledge of computer software, accounting software and applicable programs, and payroll process.
- General 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 ethic.

General Requirements:

- Must be able to demonstrate how you lead a positive & healthy lifestyle (please indicate in cover letter).
- Must have valid MB Class V Driver's License and willingness to obtain Class IV.
- Must provide updated Criminal Record & Child Abuse Registry.
- Must adhere to MMPHL policies and procedures, Oath of Confidentiality, Code of Conduct and all other applicable ethics the Healing Lodge adheres to.

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

Human Resource Manager
MIKAAMING MINO PIMATIZIWIN HEALING LODGE INC
PO Box 84
Fort Alexander, MB R0E 0P0
Fax: 204.367.2324
Email: hr@familytreatment.ca

Applications accepted until the position is filled.

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