



MIKAAMING MINO PIMATIZIWIN HEALING LODGE INC.

## **Full Time Administrative Assistant (Receptionist)**

**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. 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:

- Have professional telephone etiquette
- 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 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 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 OPEN UNTIL FILLED**

to: Human Resource Administrator

Mikaaming Mino Pimatiziwin Healing Lodge

Box 84 Fort Alexander, MB

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Fax: 1.204.367.2324

Email: [hr@familytreatment.ca](mailto:hr@familytreatment.ca)

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