



INTAKE ADVISOR

Manitoba Start is the leading provider of career development and job matching services to immigrants and employers in Manitoba. We assist newcomers in adjusting to the Canadian landscape as it pertains to employment and to enable meaningful connections to the Manitoba labour market.

Job Summary:

Reporting to the Supervisor of Intake Services, the Intake Advisor is responsible performing a combination of functions, including client initial documentation, needs assessment, appointment scheduling and referrals in a busy office setting. The incumbent must possess a combination of strong leadership and communication skills, backed by an awareness of community resources and programs that best support the settlement and integration needs of newcomers to Manitoba.

Qualifications and Experience:

- Post-secondary education in Social Sciences is an asset.
- 1-2 years of experience in a related capacity
- Client-service oriented with excellent communication and interpersonal skills; ability to relate and empathize with the journey of new immigrants from diverse cultural and linguistic backgrounds.
- A minimum of 50 wpm and advanced knowledge of Microsoft Office applications, database management, and other software packages relevant to the performance of assigned duties.
- Flexible and ready to adapt to changing circumstances within a multi-tasking oriented work environment
- Detail oriented, organized and able to prioritize and manage time appropriately.
- Experienced/interested in working with newcomers; people from diverse ethnic backgrounds.
- Demonstrated value for and understanding of principles of diversity.
- Knowledge of French is an asset.

Salary: \$36,000 based on a 35 hour work week

Competencies:

Cultural Competence; Building Relationships and Networking; Accountability and Dependability; Professional Ethics and Integrity; Client-Centred; Decision Making and Judgment; Communication; Technical Knowledge

Manitoba Start offers a competitive benefits package and a competency based training program.

Qualified applicants may submit a cover letter and resume to HR@Manitobastart.com by October 13, 2021.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.