



Administrative Assistant

Description

MANITOBA MÉTIS FEDERATION

ADMINISTRATIVE ASSISTANT

February 18, 2025

Posting #24-00-015

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Administrative Assistant** position located at 150 Henry Ave in **Winnipeg, MB**. The Administrative Assistant is responsible for assisting in the day-to-day operations of the executive office (Policy and Delivery Unit, Chief Operating Officer, and the President's Office as required). The Administrative Assistant will also assist with Ministerial files and portfolios as requested.

Duties

Job Duties/Competencies:

- Prepare cheque requisitions, purchase orders, and other financial administrative documents;

Closing Date

April 19, 2025

Categories

Business, Finance and Administration

Employer

Manitoba Metis Federation

Location

Downtown

Address

150 Henry Avenue
Winnipeg, R3B 0J2

Job Type

Full-time

Education Level

College

Email

jobs@mmf.mb.ca

- Draft, type, and proofread documents including but not limited to; reports, letters, briefing notes, and memoranda;
- Schedule appointments, meetings, travel arrangements and maintain department calendar;
- Conduct research, assist with preparing financial reports and maintaining financial records;
- Prepare agenda and information kits for meetings and take, transcribe, and edit meeting minutes;
- Process and maintain a log of incoming and outgoing correspondence;
- Copy and organize documents for distribution, mailing, and filing;
- Develop and maintain electronic and hard copy filing systems;
- Receive visitors, screen calls, take messages and determine urgency; and,
- Maintain and order office supplies.

Qualification

Skills and Qualifications:

- Post-secondary education in Business Administration, Administrative Assistant, or related field;
- Minimum of two years' experience as an Administrative Assistant, Executive Assistant, or similar role;
- Excellent communication skills including experience drafting correspondence and preparing reports;
- Experience in a computerized office environment with a proven ability with Microsoft Office;
- Demonstrated ability to create and maintain filing systems and maintain confidential records and files;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

Phone

(204) 586-8474