



Administrative Assistant**Administrative Secretary 4 AY4****Regular Full Time****Manitoba Legislative Assembly****Winnipeg, MB****Salary:** AY4 \$52,900.00 – \$61,770.00 annually**Advertisement Number:** 012728**Closing Date:** July 20, 2025

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous people and visible minorities. Applicants are requested to self-declare at the time of application.

The Legislative Assembly of Manitoba seeks an Administrative Assistant in the Chamber Branch who will play a significant role in our organization. The incumbent is a non-partisan employee of the Legislative Assembly, not a government employee.

Position Summary

Reporting to the Sergeant-at-Arms, the incumbent performs diverse administrative, technical and analytical tasks. There is considerable contact with MLAs, Assembly and Government Staff, public and outside agencies providing information, managing complaints and rendering general assistance. The incumbent also provides advanced administrative support services. Considerable tact and courtesy are required for this position. The incumbent exercises independent judgment and initiative in completing assignments and in resolving office operational problems. The incumbent works most closely with the Clerk's Office, Speaker's Office, Visitor Tour Program, Education and Outreach Services and will interact with all Assembly Branches.

What You'll Do

Serving as an integral member of the Chamber Branch team, your duties will include:

- Greet and direct visitors, answers the phone, respond to questions and requests, including multiple email accounts, and forwards calls to appropriate staff members.
- Prepare, format, proofread and finalize a variety of correspondence, reports and charts using a range of software including Word, Excel, PowerPoint, InDesign and Outlook.
- Assist with management of file libraries: organize and maintain records, documents, and files, both electronic and paper-based. Ensure that all documents are filed accurately and are easily accessible.
- Demonstrating the utmost sensitivity, tact, integrity and good judgment at all times in all settings.
- Assisting the Sergeant-at-Arms with Branch Finances, including processing and managing invoices, payments and expenses using SharePoint, as well as the preparation of month-end budget reports.
- Maintaining and updating all office inventory, including all office supplies and equipment.
- Provide support to Chamber Branch, Education and Outreach Services, and Visitor Tour Program.
- Schedule and prepare agendas for meetings internally and for the Legislative Security Management Working Group.
- Preparation for the Page Program including contacting schools, preparation of the training binder and uniform acquisition.
- Assisting the Sergeant-at-Arms with Attendance Reports, as well as other duties as assigned.

Your Essential Qualifications

- Several years of experience in a professional office environment.
- Thorough knowledge of administrative office procedures including correspondence preparation, filing systems, and proper use of spelling, grammar and punctuation.
- Proficiency with computer programs such as Word, Outlook, Excel and PowerPoint.
- Excellent planning, multi-tasking, time management and organizational skills, including the ability to meet deadlines as well as demonstrating meticulous attention to detail.
- A strong commitment to client service, including the ability to maintain a professional and efficient nonpartisan attitude in interactions with internal and external clients.
- The ability to work as part of a team as well as independently while managing a heavy workload.
- Excellent interpersonal skills, including the ability to work well with others, deal with stressful situations in a patient, calm manner, and demonstrate tact, diplomacy, compassion and understanding.
- The ability to deal with highly confidential and sensitive information with care and impartiality.

Your Preferred Qualifications

- The ability to communicate orally and in writing in French is an asset.
- Experience in event planning and organization.
- General knowledge of Manitoba's democratic system.

To Apply

- You must be, and remain, politically non-partisan in both perception and fact.
- You must be legally entitled to work in Canada.
- You must be willing to work a flexible schedule, including working outside of standard office hours.

Apply to:

Advertisement No. 012728
Legislative Assembly of Manitoba
Human Resource Services
302-386 Broadway
Winnipeg MB, R3C 3R6
Phone: 204-945-7279
Fax: 204-948-3115
Email: hr@legassembly.mb.ca

A Position Description is available to applicants upon request.

The competition will include a board interview and a comprehensive written assessment. The successful candidate will be subject to a six (6) month probationary period.

WHEN APPLYING FOR THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Your cover letter, résumé and/or application must clearly indicate how you meet the qualifications.

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

We thank all who apply and advise that only those selected for further consideration will be contacted.