



Administrative Assistant

Administrative Secretary 4 AY4

Regular Full Time

2 Positions Available

Manitoba Legislative Assembly

Winnipeg, MB

Advertisement Number: 011024

Salary: AY4 \$1,869.78 – \$2,130.05 bi-weekly

Closing Date: April 24, 2024

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 two Administrative Assistants in the Clerk's Office who will play a significant role in our organization. The incumbents are non-partisan employees of the Legislative Assembly, not government employees.

Position Summary

Reporting to the Office Manager, the incumbent performs diverse administrative, technical and analytical tasks. There is considerable contact with MLAs, Assembly and government staff, members of the public, and outside agencies. The incumbent also provides advanced administrative support services. Considerable tact and courtesy are required for this position. The incumbent exercises independent judgement and initiative in completing assignments and in resolving office operational problems. The incumbent works closely with the Clerk's Office Manager, the Clerk and Deputy Clerk as well as the other Administrative Assistant.

What You'll Do

Serving as an integral member of the Clerk's Office team, your duties will include:

- Greeting and directing visitors, answering the phone, responding to questions and requests, forwarding calls to appropriate staff members, government offices or agencies.
- Preparing, formatting, proofreading and finalizing a variety of correspondence, reports and charts using a range of software including Word, Excel, PowerPoint, InDesign and Outlook.
- Assisting with management of file libraries, including organizing and maintaining records, documents and files both electronic and paper-based.
- Editing, formatting, proofreading and finalizing a variety of Assembly reports and documents.
- Assisting the Office Manager and other Administrative Assistant.
- Demonstrating the utmost sensitivity, tact, integrity and good judgment at all times in all settings.
- Assisting the Office Manager 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.
- Assisting the Office Manager with Attendance Reports, as well as other duties as assigned.

Your Essential Qualifications

- Minimum of three years' 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.
- Strong organizational, logistical, planning, and time management 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

- French language skills.
- Experience in event planning and organization.
- General knowledge of Manitoba's democratic system.
- Experience working with InDesign.

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. 011024

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.

Competitive process: 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. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

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