



Administrative Support Clerk

Clerk 3 (CL3)

Regular Full Time

Human Resource Services

Competition Number: 010926

Salary: CL3 \$48,682.00-\$57,231.00 per year

Closing Date: April 11, 2026

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 Human Resources Branch of the Legislative Assembly of Manitoba is seeking an experienced Administrative Support Clerk.

The incumbent of this position is an employee of the Legislative Assembly.

QUALIFICATIONS:

Conditions of Employment:

- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- The incumbent must be legally entitled to work in Canada.

Essential:

- Experience performing a full range of administrative and clerical duties, including preparing internal and external documents such as letters, memos, or newsletters, performing data entry, scheduling meetings, and providing reception services including answering phones, greeting visitors and distributing mail.
- Experience creating and maintaining physical and electronic records, databases, and files with accuracy.
- Experience communicating with the public by telephone, via email, and in person.
- Excellent organizational and time management skills, with the ability to prioritize and manage a high-volume workload and meet deadlines following established practices and policies.
- Excellent interpersonal skills with the ability to build relationships and interact professionally with all staff including senior and executive management and work collaboratively as part of a team.
- Strong written and verbal communication skills.
- Extensive experience and proficiency with Microsoft Office (including Word, Excel, and Outlook) or equivalent software applications.
- Ability to work independently with minimal supervision.
- Experience working with confidential and sensitive information.

Desired:

- Experience with HRIS/HRMS systems (such as SAP, Success Factors, etc.).
- Experience in event planning and coordination.

DUTIES:

Reporting to the Manager, Human Resource Services, the incumbent is the initial point of contact for the Administration Branch and will provide professional reception services including greeting visitors and responding to in-person, telephone, and electronic inquiries. Beyond serving as the office's primary contact, the incumbent provides a variety of administrative and clerical supports and services to Human Resource Services including data entry of competition applications, compiling competition files, scheduling interviews, preparing various HR documents, and participating in planning employee-related events and activities. The incumbent also provides administrative support to the Legislative Assembly Administration Branch as needed and provides back-up coverage to the Legislative Assembly Greetings Program.

Apply to:

Advertisement No. 010926
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.

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.