



Manitoba Uske Incorporated.
B123-1075 Portage Avenue
Winnipeg, MB R3G0R8
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NOW HIRING!

Executive Assistant

Term position (start immediately)
Salary to be discussed

Closing Date: September 4, 2020
Interview dates: September 10 - 11

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be able to work overtime as required

Qualifications:

- Experience providing administrative support at an executive level including creating and maintaining document tracking systems, appointment scheduling, and maintaining files and filing systems
- Excellent organizational skills including the ability to prioritize and work on concurrent assignments and meet deadlines in a fast-paced environment
- Strong problem solving and decision-making skills
- Strong written communication skills with experience proof-reading, editing, and formatting correspondence and reports with accuracy and attention to detail
- Strong verbal communication skills with the ability to communicate effectively and professionally with the public and staff over the telephone and in-person
- Strong interpersonal skills with the ability to work effectively with a variety of internal and external stakeholders
- Experience handling sensitive and confidential information
- Proficiency in the use of Microsoft Word, Excel, PowerPoint, and Outlook.

Duties:

Reporting to the Executive Director, this position provides comprehensive and professional administrative support including document tracking, prioritization, and follow-up; coordination of meetings; note-taking during meetings; researching and compiling background information for correspondence; maintaining records and files; liaising with all levels of the organization; drafting reports and correspondence; timekeeping; preparing cashflows; and other general office duties.

Apply in person to:

Manitoba Uske
B123-1075 Portage Avenue
Winnipeg, Manitoba R3G0R8
Phone: (204) 784-9420

Or email your application to:
contact@uske.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. Your resume and/or cover letter 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.