



# Keewatinohk Inniniw Minoayawin Inc.

Northern Peoples' Wellness

Employment Opportunity  
**Executive Assistant**  
Keewatinohk Inniniw Minoayawin  
Based in Winnipeg, MB  
Full Time

The KIM team invites applicants to apply for an exciting opportunity to join our Operations Department as an Executive Assistant. Under the supervision of the Keewatinohk Inniniw Minoayawin (KIM) Senior Executive Assistant, the Executive Assistant will provide a high standard of administrative support to the Chief Operating Officer (COO) who is primarily focused on trilateral and multilateral health transformation partnerships, strategic organizational development, and governance model oversight; the Executive Assistant will function at a high standard in a fast-paced environment while demonstrating a strong work ethic, reliability, and a high level of professionalism. The role must adhere to strict confidentiality guidelines as they will be working with sensitive documents and information.

All work will be carried out in a manner that is consistent with First Nations cultures and values.

The Executive Assistant will ensure all administrative tasks and activities pertinent to the COO are effectively managed. They will prepare for and ensure that all appointments, meetings, engagements and deadlines are effectively met and scheduled. They will be responsible to manage the electronic filing system, schedules, coordinate travel, and maintain the COO's calendar. The Executive Assistant will also respond to queries and requests tactfully and diplomatically from internal and external stakeholders, clients, including screening and directing calls in a timely and effective manner, and act as a liaison with other senior managers. The Executive Assistant will manage document flow and prepare reports, general correspondence, documents, meeting minutes, briefing notes and presentation materials, provide drafting and proofing support for letters, memos, presentations, and other correspondence. Additionally, they will schedule, communicate, facilitate, and prepare conference rooms for meetings, teleconferences, and video conferences.

**The successful candidate will possess the following qualifications:**

- Business Administration Diploma, Administrative Support Certificate, or similar equivalent.
- Extensive experience working directly in administrative support, preferably at the executive level.
- Advanced computer skills including Microsoft Office, (Teams, Word, Excel, PowerPoint, Outlook), Adobe Pro and Zoom.
- Possess strong critical thinking, writing, and interpersonal communication skills.
- Demonstrated accuracy, time-management, and organizational skills.
- Experience synthesizing information and preparing minutes.
- Ability to take initiative and work independently.
- Experience maintaining confidentiality and demonstrating business professionalism.
- Sensitivity and understanding of culture, language, and issues and strengths of the northern First Nation communities.
- Knowledge of health care services an asset.

The ability to speak one of the northern First Nations languages is desirable.

**The following are considered conditions of employment:**

- Travel throughout Manitoba and to northern and remote First Nation communities will be required.
- Must possess and maintain a valid class 5 driver's license.
- Must be eligible to work in Canada.
- Satisfactory Record checks will be required.

For more information or to join our growing team of experts, please submit your resume and cover letter to Trenton Schreyer at [trenton.schreyer@kiminoayawin.com](mailto:trenton.schreyer@kiminoayawin.com)

Applications will be accepted by email until **April 24, 2023 at 4:00pm.**

Established in January 2020, Keewatinohk Inniniw Minoyawin (KIM) is a northern First Nations-led aggregate health organization that will work to transform health and wellness services and improve health outcomes for First Nations people. We offer a competitive compensation and benefits structure, and opportunity for advancement.

