



Keewatinohk Inniniw Minoayawin Inc.

Northern Peoples' Wellness

Employment Opportunity
Jordan's Principle Administrative 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 the Jordan's Principle Administrative Assistant. Under the direction of the Director of Operations, the Jordan's Principle Administrative Assistant maintains the overall flow of workplace operations by providing general administrative support such as performing general clerical work, data entry, arranging appointments, maintaining calendars, recording meeting minutes, and facilitating communication with clients. The position will arrange conferences, coordinate physician travel and accommodations, and compile program expenses for reimbursement. Additionally, the position will be responsible for some front desk duties including greeting clients, guests, and supporting general KIM office administrative needs.

The Jordan's Principle Administrative Assistant must have experience working in a fast-paced office environment and an ability to work with a great deal of tact and diplomacy. This role requires the successful candidate to work as both part of a team and to work independently, applying their problem-solving skills to manage emerging priorities and multitask efficiently.

The ability to speak one of the northern First Nations languages is desirable. Preference will be given to a candidate with roots to a northern First Nation community.

The successful candidate will possess the following qualifications:

- Previous experience in office administration. A Degree, Diploma, or Certificate in Business Administration will be considered an asset.
- Previous experience in the health care setting is an asset.
- Excellent written and verbal communication skills.
- Professional phone etiquette.
- Proficiency with Microsoft applications including Word, Excel, Power Point, Outlook, Zoom and Teams.
- Working knowledge of office equipment, such as printers and fax machines.
- Experience recording minutes, preparing, editing, and proofreading correspondence, reports, and invoices.
- Excellent organization and time management skills, and attention to detail.
- Proficient typing and data entry skills.
- Proven problem-solving skills.
- Ability to work independently and as part of a team.
- Ability to work well under pressure.

The following are considered conditions of employment:

- Satisfactory criminal record/vulnerable persons/child abuse registry checks will be required.
- Possess a valid class 5 driver's license.
- Ability to travel to the north, including by air.
- Employee must be eligible to work in Canada.
- Must be able to work overtime on rare occasions.

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

Applications will be accepted by email until **Monday April 29th, 2024, at 4:30pm.**

Established in January 2020, Keewatinohk Inniniw Minoayawin (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.