



MANITOBA INUIT
ASSOCIATION
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Executive Assistant Winnipeg, MB

Position: Executive Assistant
Location: Winnipeg, MB
Reports to: Chief Executive Officer
Term: to March 31, 2024 (with expectation to be extended annually)
Hours: Full Time 5 days/week

Position Summary:

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO).

Duties include but are not limited to, screening calls, managing calendar, scheduling appointments, meetings and event arrangements; arranging travel plans, attending board meetings and minute-taking, preparing reports and financial data, and drafting both internal and external correspondence.

The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management, vendors, outside clients and the public.

Specific Responsibilities:

- Provide direct administrative and office management support to the CEO, as directed.
- Maintain work schedule and calendars of the CEO.
- Prepare travel schedules, book travel arrangements, and make reservations for the CEO.
- Coordinate logistics of meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.



204.774.6848



Unit 3-1000 Notre Dame, Winnipeg, MB R3E 0N3



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- Prepare draft reports, background documentation, and research.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the CEO.
- Refer and/or redirect calls, e-mails, or visitors as required.
- Coordinate office activities.
- Troubleshoot and/or escalate office administration issues.
- Review, evaluate, and distribute priority correspondence for executive team.
- Complete expense reports, pay invoices, and other related duties.
- Take and transcribe meeting minutes.
- Prepare and review presentations.
- Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other persons.
- Other duties shall be assigned as required.

Qualifications:

Education

- Post Secondary Diploma in Business Administration, or relevant discipline, preferred.
- Secondary High School Diploma required.
- A combination of education and/or experience relevant to the position will be considered.

Work Experience

- 5-7 years' experience in an Administrative role preferred.
- Experience working with a not for profit Board of Directors.

Skills & Abilities

- Priority given to Beneficiaries of Inuit Land Claims Settlement Regions.
- Excellent interpersonal, written and verbal communication skills.
- Strong knowledge of office procedures and practices.
- Keen attention to detail.
- Proven organizational and time management skills.



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- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Highly motivated, self-directed and works comfortably with a team.
- Resourceful and flexible.
- Ability to manage projects.
- Ability to manage sensitive and confidential information.
- Experience working with Inuit or Indigenous communities.
- Fluent in Inuktitut would be an asset

Additional Requirements:

Satisfactory Criminal Record and Child Abuse Registry Check

If this position is of interest to you please send your resume in confidence to hr@manitobainuit.ca

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.



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