



# CROSS LAKE EDUCATION AUTHORITY

260 - 240 Graham Ave, Winnipeg, MB, R3C 0J7  
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## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE SECRETARY

The Cross Lake Exchange Office invites applications for one full time position for an Administrative Secretary.

**Job Location:** Winnipeg

**Job type:** Full-time

**Posted:** August 25, 2021

**Deadline:** September 10, 2021

**Starting wage:** \$31,850 (actual salary depends on experience)

**Start date:** September 20, 2021

#### JOB SUMMARY

The Administrative Secretary will work at the Cross Lake Exchange Office in Winnipeg with four stakeholders from Cross Lake organizations, namely, Pimicikamak Okimawin, Cross Lake First Nation, Cross Lake Health Authority and Cross Lake Education Authority. The incumbent will perform duties of a receptionist, organizing and preparing the boardrooms for meetings and clerical duties as assigned.

#### PRIMARY DUTIES AND RESPONSIBILITIES

- Take the role of a receptionist.
- Co-ordinating meetings.
- Organizing and preparing boardrooms.
- Maintaining and stocking the Supply Room.
- Run errands within City for stakeholders.
- Clerical assignments as required by the stakeholders.
- Main clerical assignments will be for Cross Lake Education Authority.

## **REQUIREMENTS**

- High School Diploma or equivalent.
- Business Administration or office management experience preferred.
- Must have a class 5 Manitoba License.
- Demonstrates competence in leadership, communication, professionalism, organizational and analytical skills.
- Ability to communicate effectively in writing and verbally.
- Ability to communicate in Cree and English.
- Computer literacy, including effective working skills of Microsoft Word, Excel and Outlook required.
- Conducts and presents self in professional manner.
- Adheres to organization's security and confidentiality policies.

## **WORK CONDITIONS**

- Travel may be required.
- Willing to train in telephone and office equipment operation.
- Manual dexterity required to use desktop computer and peripherals.

## **APPLICATION PROCESS**

Please submit a resume and cover letter citing the position applying for by 3:00 pm, Friday, September 10, 2021, in one of the following manners:

1. Submit resume and cover letter to [lsettee@clea.mb.ca](mailto:lsettee@clea.mb.ca)
2. Submit resume and cover letter to 260 – 240 Graham Ave.
3. Fax resume and cover letter to (204) 944-8204.
4. Mail resume and cover letter to 260 – 240 Graham Ave, Winnipeg, MB, R3C 0J7.

The all manner of submission of resume and cover letter will be to the attention of the Office Manager, Lloyd Settee. Preference will be for band members of the Cross Lake Band First Nations. Only those selected for the interview will be contacted.

This position is subject to a criminal record check with a vulnerable person sector search and a child abuse registry check.