OPERATIONS OFFICER

Term, full time
Term length: One year with possibility of extension
Elections Manitoba
Location: Winnipeg
Salary: CL4 $30.20 - $35.28 per hour
Closing Date: open until filled

ABOUT ELECTIONS MANITOBA

Elections Manitoba is an integrity-driven organization dedicated to ensuring free, fair, and accessible elections for the people of Manitoba. As an independent office of the Manitoba Legislative Assembly, Elections Manitoba is steadfast in upholding the core values of democracy. The team at Elections Manitoba is committed to fairness, integrity, respect, excellence, participation, innovation, and accountability, striving to create an environment where every voice is heard and every vote counts.

THE OPPORTUNITY

We are seeking a well-organized and detail oriented individual to join our team as Operations Officer. This is a unique and meaningful role for somebody who thrives on purpose-driven work, is committed to public service, and excels in a fast-paced environment where adaptability and sound judgement are essential.

If you are motivated by a sense of purpose and possess the necessary skills and qualifications, we invite you to apply and become a part of Elections Manitoba's mission to deliver fair and accessible elections.

DUTIES

The Operations Officer plays a key role in the development and implementation of administrative methods and procedures that support the Operations Department and Elections Manitoba in the conduct of free and fair elections in Manitoba. Working collaboratively with the Director and Senior Operations Officer, the position will monitor and support development and logistics preparation plans for elections. The position actively participates as a member on projects, providing subject matter expertise surrounding policies, processes, and practices.

QUALIFICATIONS

Essential:

- Post-secondary education in Administration, Business, or a related field. An equivalent combination of education and related experience may be considered.
- Proven experience in an administrative support role.
- Evident customer service-oriented mindset and a professional demeanour.
- Strong teamwork and interpersonal skills with the ability to develop and maintain strong working relationships and interact effectively with internal and external stakeholders.
- Exceptional written and oral communication, presentation, and interpersonal skills including demonstrated ability to present complex material in an easy-to-understand format.
- Proven organizational and time management skills to effectively manage tight deadlines and balance multiple priorities.

- Excellent problem-solving skills with the ability to exercise a high level of initiative.
- Demonstrated ability to work in a fast paced and dynamic environment.
- Demonstrated attention to detail and ensure accuracy when drafting, formatting, entering, editing, and proofing.
- Strong critical thinking and problem-solving skills.
- Political acumen and proven ability to work with integrity.
- Proficiency in Microsoft 365, SharePoint/Teams, Office Suite (Word, PowerPoint, Excel, and Outlook in particular)

Desired:

- Knowledge of Manitoba's rural and northern communities, including an awareness of specific needs relating to de-centralized service delivery.
- Ability to read, write and verbally communicate in French.

CONDITIONS OF EMPLOYMENT:

- The incumbent must be, and remain, politically non-partisan in both perception and fact
- Must be legally entitled to work in Canada
- Satisfactory criminal records check
- Must possess a valid Manitoba Driver's License with access to a vehicle to use for work-related purposes; use of alternative forms of transportation are actively considered.
- Ability and willingness to travel throughout Manitoba when operations require

INSTRUCTIONS FOR APPLICANTS

Your cover letter and resume must clearly indicate how you meet the qualifications. When applying to this position, please indicate the position title in the subject line and body of your email.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

Employment equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities. Applicants are requested to indicate in their cover letter or resume if they belong to any of these groups.

Apply to:

Elections Manitoba
Attn: Recruitment Coordinator
120-200 Vaughan Street
Winnipeg, MB R3C 1T5
Phone: 204-945-7940 | Toll-free: 1-866-628-6837
Fax: 204-945-6011
Email: jobs@electionsmanitoba.ca

An eligibility list may be created for similar positions and will remain in effect for 18 months.

We thank all who apply and advise that only those selected for further consideration will be contacted.