

RECRUITMENT ASSISTANT

AY2 Administrative Secretary 2

Term/full-time

Winnipeg MB

Salary: AY2, Step 6, \$21.60/hour

Term: This is a casual position from approximately November 1, 2021 – October 2023 with variable hours.

Closing Date: October 19, 2021

Elections Manitoba is seeking a Recruitment Assistant to provide administrative support for all efforts to recruit staff for the next provincial election scheduled for October 2023. This includes providing support for competitions, board interviews, testing, maintaining a tracking system, handling and tracking correspondence, assisting with reporting and updating activities and related administrative duties to ensure recruitment efforts proceed smoothly and efficiently. The Assistant must take initiative and work with minimal supervision, and be able to adapt to a dynamic deadline-driven environment. The Assistant may also be assigned to other election-related activities over the course of their employment.

QUALIFICATIONS

Essential:

- Non-partisan/no political affiliation
- Experience and proficiency providing administrative support including coordinating meetings, managing an electronic mailbox, preparing correspondence and other documents, creating and maintaining a manual or electronic filing system and entering data
- Experience and proficiency in the use of Microsoft Word, Excel and Outlook
- Ability to pay attention to detail and maintain a high degree of accuracy
- Ability to apply a proactive and initiative-based approach to work tasks and projects
- Strong organizational skills demonstrating attention to detail, adaptability to unforeseen changes in schedule and interruptions, ability to establish priorities, and meet deadlines within tight timelines
- Excellent verbal communication skills with the ability to relay information clearly and succinctly
- Satisfactory security check

Desired:

- Experience working during a major event or project such as an election.

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.

INSTRUCTIONS FOR APPLICANTS:

Your cover letter, résumé and application must clearly indicate how you meet the qualifications

SEND YOUR APPLICATION TO:

Recruitment Coordinator

Elections Manitoba

120-200 Vaughan Street, Winnipeg, MB R3C 1T5,

Email: recruitment@elections.mb.ca

For more information, please email recruitment@elections.mb.ca , or phone 204-945-2325.

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

Only those who are selected for further consideration will be contacted for an interview.