



FIRST NATIONS HEALTH AND SOCIAL SECRETARIAT OF MANITOBA

EXCITING CAREER OPPORTUNITY! **Administrative Assistant (Research)**

Are you an administrative professional who enjoys being reliable and dependable? Do you enjoy helping your others stay organized? you answered yes to these questions, then keep reading this ad for your opportunity to support the movement of improving the Health Status of First Nations people in Manitoba.

FNHSSM is currently hiring an Administrative Assistant for our Research Department. This position is responsible for providing effective and efficient support to the team. If you are ready to join a team that is innovative in how they support Manitoba First Nations, this is your chance to make a tangible difference.

What can FNHSSM offer you? Too much to list but here are some of the highlights:

- Competitive compensation package including a comprehensive benefits package and 5% employer matched pension plan benefits;
- This position is still mostly virtual for the interim, but when we are in the office we offer free parking and great amenities;
- FNHSSM is an employer that genuinely cares, we care about our employees and treat them like our family.

What are we looking for? We'll keep this brief:

- A graduate of a college level Administrative Assistant program from a recognized college or technical institute or a combination of related experience;
- Minimum two years administrative experience supporting a team;
- The eHealth team is a unit that has a wide range of high-level professionals, if you have the ability to work well with a multidisciplinary team please apply;
- ability to multi-task and meet defined required timelines.

Does this sound like the opportunity you have been waiting for? If so, please submit your cover letter, resume and salary expectations to our Director of Human Resources at hr@fnhssm.com. If you have any questions, or if you would like to review the detailed job description, we would like to hear from you, contact us at 204-794-4025. **Deadline for applications is Tuesday May 10, 2022 at 4:30 PM**, no late applications will be accepted.

We thank all who apply and advise that only those selected for further consideration will be contacted. Employment Equity is a factor in selection. Applicants are requested to voluntarily indicate in their covering letter if they are from any of the following groups: women, aboriginal people, visible minorities, and individuals with disabilities.