

We are hiring!
Senior Administrative Assistant
Full-time, Permanent

Knowles Centre is a treatment facility serving children, adolescents, and families from Manitoba.

The Senior Administrative Assistant is a key role within the Administration department. This position involves providing direct support to the CEO, assisting with Human Resource tasks and providing administrative support to the management team. This position requires exceptional organizational skills, initiative, and the ability to manage confidential information. The ideal candidate can balance multiple priorities while maintaining a high level of professionalism.

The ideal candidate will be adept at communication, balancing multiple priorities while maintaining a high level of professionalism and problem-solving. The ability to build positive relationships across all levels of the organization will be required.

The Senior Administrative Assistant reports to the Chief Executive Officer.

Key Responsibilities:

CEO & Management Team Support:

- Provide administrative assistance to the CEO, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- Assist with board-related tasks, such as preparing meeting materials, scheduling board meetings, and maintaining board documents.
- Assist with the preparation and coordination of the annual report.
- Provide administrative support to the management team, including meeting coordination, report preparation, and special projects.
- Act as a point of contact between the CEO, management team, and internal/external stakeholders.

Human Resources Support:

- Assist with HR functions, including maintaining employee records and personnel files in compliance with company policies and legal requirements.
- Help coordinate recruitment efforts, onboarding new hires, and managing employee communications.
- Maintain and update HR-related documents such as policies and procedures.
- Assist with HR-related events, training sessions, and employee development programs.
- Foster an inclusive workplace by promoting cultural competence, including knowledge of Indigenous history, the impacts of colonization, and the legacy of residential schools, and integrate this awareness into HR practices and training programs.

General Administrative Tasks:

- Handle office management duties such as ordering supplies, managing office correspondence, and maintaining organizational systems.
- Assist with special projects and events as needed.
- Prepare reports, presentations, and documents for internal and external use.

Education and Qualifications:

- High School Diploma or equivalent required; Office Administration Certificate or Diploma in Business Administration or related field will be considered an asset.
- Proven experience as an Administrative Assistant, Executive Assistant, or similar role.
- High degree of initiative and ability to work independently.
- Strong organizational skills with the ability to multitask and prioritize effectively.
- Demonstrated ability to build strong working relationships and work effectively under pressure.
- Discretion and ability to handle confidential information
- Proven skills in conflict resolution, negotiation, and problem-solving.
- Excellent written and verbal communication skills.
- High degree of organization, flexibility, and adaptability.
- Proficiency in MS Word, Excel, PowerPoint, Outlook, SharePoint.
- Knowledge of Indigenous history, including the impacts of colonization and residential schools, and an understanding of Indigenous perspectives and cultural practices an asset.

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and review process.

- Successful applicants will be subject to provide Child Abuse Registry, Adult Abuse and Criminal Record Check with Vulnerable sector.
- Prior Contact Checks will be completed by Knowles Centre

Knowles Centre offers:

- Competitive salary and benefits package.
- Paid parking
- Opportunity to work in a supportive and engaging environment.
- Professional development and growth opportunities.
- Full-time, permanent position with stability and long-term career prospects.

Schedule: Monday – Friday 8:30 am – 4:30 pm

Tentative Start Date: Nov 25th, 2024

Posting Date: October 24th, 2024

All applicants are required to submit their résumé and cover letter, as well as complete an [employment application](#) (available on our website) to:

Send resume with cover letter by: 4 pm, November 7, 2024 to:

J. Anderson, Director of Human Resources

Email: JAnderson@knowlescentre.org

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our values of maintaining a respectful environment for all.

We thank all who apply; however, only those applicants selected for an interview will be contacted.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration. The Truth and Reconciliation Commission (TRC) 94 calls to action is a highly valued and integrated part of our culture and work.