
ADMINISTRATIVE SUPPORT 1 - Repost

TA/Full Time Employment Opportunity

Reporting to the Manager, Casino Administration Services, the Administrative Support 1 will work as part of a team providing routine administrative support to ensure the efficient delivery of administrative support services to the assigned Manitoba Liquor & Lotteries departments/areas. The incumbent spends the majority of the day performing general routine clerical duties to include but not limited to: reception coverage, answer and forward telephone calls, data entry/typing assignments, filing, and mail sorting. As part of a mobile work team, this position may be assigned to work at multiple sites throughout the day based on operational requirements.

Duties:

- Direct customers to appropriate areas.
- Greet people coming into offices and other establishments, direct them to the appropriate contacts or services, provide general information in person and by phone, and may perform clerical duties and may maintain front desk security and security access lists.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
- Maintain inventory of supplies and arrange for servicing of office equipment.
- May book meeting rooms, when required.
- Operate a switchboard to answer, screen and forward telephone calls, take messages and provide information as required, and may perform clerical duties.
- Photocopy and collate documents for distribution, mailing and filing.
- Prepare correspondence, reports, statements, forms, presentations, applications and other documents.
- Process incoming and outgoing mail, manually or electronically.
- Provide general information to staff, clients and the public regarding company or program rules, regulations and procedures.
- Respond to telephone, in person or electronic enquiries or forward to appropriate person.
- Send and receive messages and documents using fax machine or electronic mail.
- Sort and file documents according to established filing systems, locate and retrieve documents from files as requested and maintain records of filed and removed materials.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

Primary Qualifications:

- Completion of a Grade XII High School diploma or G.E.D. equivalent.
- A minimum of six (6) months of related work experience in an administrative support function.
- The ability to listen effectively, understand routine office procedures and follow directions.
- Experience in working with Microsoft 365 programs and internet.
- Basic skills in Microsoft 365 (Word, Excel, PowerPoint, Outlook, OneDrive, and Teams).
- Good verbal and written communication skills, as well as organizational skills are required.
- Must be able to work effectively in a fast paced, dynamic and team environment.
- Keyboarding skills of at least 40 to 60 wpm.
- As part of a mobile working team, having and maintaining a valid Manitoba Class 5 Drivers license and access to a reliable vehicle is required.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

Secondary Qualifications

- Graduation from a clerical/administrative training program.
- Training in Telephone Etiquette and Communication Skills.

**** Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.

Salary: \$18.31-\$22.49
Bargaining Unit: CUPE
Location: McPhillips Station Casino

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbll.ca

All applications are due by October 5, 2023

We thank all interested applicants, however, only those selected for interviews will be contacted.

Posted: September 28, 2023