

JOB POSTING FOR THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER (O-CEO)

DATE

February 11, 2021

SUBJECT

**Job posting for the position of
Administrative Assistant in the
Office of the Chief Executive Officer
(O-CEO)**

The Association of Manitoba Bilingual Municipalities (AMBM) is the voice of the 15 Manitoba municipalities that have adopted a policy favouring the active offer of services in both official languages to their population.

Position: Administrative Assistant

Office: Office of the Chief Executive Officer (O-CEO)

Languages: Bilingualism required (French and English)

Salary: To be discussed based on expertise and experience related to the position.

CONTEXT

The AMBM is the voice of Manitoba's bilingual municipal leadership. Political and strategic, the organization relies on the added value of French in the strength of bilingualism to foster the development, vitality and sustainability of its members and their communities.

It currently has 15 municipalities, 14 of which are located in rural areas. The AMBM is also at the head of a unique structure at the Canadian level: the AMBM Group. A true consortium dedicated to the development and growth of Manitoba's bilingual municipalities, the AMBM Group brings together under its aegis three organizations with complementary missions: the AMBM, the Economic Development Council for Manitoba Bilingual Municipalities (CDEM) and Eco-West Canada (EWC).

Through its 2020-2025 strategic plan, the AMBM's governance has mandated the organization to: (a) assert leadership and strategic positioning for members, (b) consolidate the AMBM Group, (c) actively participate in the vitality, prosperity and development of the Francophone community, and (d) ensure effective and efficient organizational performance.

MAIN OBJECTIVE

To implement its strategic plan and carry out the various programmes and initiatives arising from it, the AMBM relies on the services of its Chief Executive Officer, the Coordinator and Liaison Officer and experienced consultants working alongside them. With the expansion that the organization is currently undergoing, the addition of a new resource is necessary.

Working under the supervision of the Chief Executive Officer, the Administrative Assistant provides tactical support to the Chief Executive Officer in the organizational and administrative management of day-to-day operations. She or he helps to ensure smooth communication with members, AMBM Group organizations and partners in advancing priority issues.

KEY RESPONSIBILITIES

- Act as the main point of contact for administrative or logistical matters, as well as provide general information about the organisation's programmes and initiatives.

- Manage the organisation's general correspondence (incoming and outgoing), taking the necessary steps to respond or redirect requests where appropriate.
- Ensure quality control and accuracy of all documentation produced and managed by the organisation, including outgoing correspondence and documents.
- Support the writing, editing and layout of documentation produced by the organization, including but not limited to minutes and/or notes of meetings, gatherings and assemblies as well as correspondence and presentations.
- Manage the Chief Executive Officer's correspondence, respond to requests of all types on his behalf and act as the main point of contact for his schedule.
- Ensure the effective management of the office and day-to-day operations, including but not limited to ordering and maintaining inventory of office supplies, formulating and implementing office operating procedures and liaising with service providers.
- Provide technological support to the Office of the Chief Executive Officer (O-CEO), as well as members of the Board of Directors and the Executive Committee to access the AMBM's various technology platforms.
- Ensure the effective management of the organisation's central digital archive (minutes, audited financial statements, annual reports, funding agreements, reports to funders, consultant contracts, etc.), establish and maintain manual and computerised filing systems for information files.
- Prepare, monitor and upload new content to the organization's website and other social networking platforms.
- Provide support to the Office of the Chief Executive Officer (O-CEO) in preparing meetings, travel arrangements and other administrative tasks.
- Coordinate and process expense claims, travel requests and invoices for the Office of the Chief Executive Officer (O-CEO).
- Organize and coordinate any internal or external meetings and ensure distribution of documents in advance.
- Perform certain analytical and research work and prepare documents for the Office of the Chief Executive Officer (O-CEO) in advance of attending certain meetings.
- Record and maintain information in the database (and other registers) on the organization's membership, programs and initiatives, and partnerships.

KNOWLEDGE AND EXPERIENCE

- A college diploma or certificate in office administration or the equivalent and at least two years experience in an administrative role of any type. A university degree will be considered an asset.
- Excellent interpersonal, written, and oral communication skills, including strong writing skills in both English and French.
- Strong organizational skills, adaptability, ability to prioritize and manage multiple tasks in a highly productive and dynamic team environment.
- Ability to work independently, take initiative and use judgment.
- Demonstrate discretion and professionalism and maintain an appropriate level of confidentiality when dealing with sensitive situations.
- Good information and communication technology skills (including WordPress and social networking), as well as experience with the Office 365 suite of software (Teams, Outlook, SharePoint, OneDrive, Word, Excel, Powerpoint).
- An understanding of Manitoba's Francophone community and the issues surrounding Canada's official languages.
- An understanding of government functions in Canada, as well as an understanding of the interests of municipal governments would be an asset.

LANGUAGE REQUIREMENTS

- Fluently bilingual, strong written and oral skills in both of Canada's official languages are required for this position.

OTHER RELATED DUTIES

- Travel within Manitoba (Winnipeg and rural areas) is expected on a fairly regular basis. Possession of a valid driver's licence and an automobile is required.

CONTACT

To apply, please send your resume and cover letter to Mr. Justin Johnson, Chief Executive Officer, by **Thursday, February 24, 2021** to the following address: emplois@ambm.ca.

The AMBM is an equal opportunity employer. We are open to diversity in the workplace and encourage applications from all persons, including members of Aboriginal peoples and visible minorities, as well as persons with disabilities.