

Date Posted: December 10, 2019
External Job Posting



JOB TITLE:
Administrative Assistant
Full Time: 80 hours bi-weekly

LOCATION:
1010 Sinclair Street

CLOSING DATE:
December 16, 2019 – 4:30 P.M.

Ten Ten Sinclair Housing Inc.

1010 Sinclair Street
Winnipeg, Manitoba
R2V 3H7 Canada

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toll free: (800) 601-8780

email: info@tenten.mb.ca
www.tenten.mb.ca

Ten Ten Sinclair Housing Inc. is a non-profit consumer driven organization that provides housing and attendant services to support people with physical disabilities to live independently in the community.

Ten Ten Sinclair Housing Inc., is accepting applications for the *Administrative Assistant Position – IT Support*. As a member of the administrative team, the Administrative Assistant provides supports to the Director of Programs & Services and the Executive Director. Administrative supports to other areas of the organization will be required. The position will also provide IT Organizational support by liaising between the organization and the vendor while reporting to the Human Resource Consultant.

Qualifications:

- Experience or equivalent training as an Administrative Assistant is preferred.
- Experience and knowledge working as a Help Desk IT Technical support person is required.
- Ability to work with Microsoft Office programs, computerized data bases and knowledge of other computer spreadsheet programs required.
- Typing speed of 40 wpm.
- The ability to maintain strict confidentiality and work cooperatively with staff, tenants and the general public in a courteous manner.
- Demonstrated ability to pay attention to detail.
- Excellent knowledge of filing procedures.
- Ability to work under specific deadlines and have excellent organizational and interpersonal skills.
- Positive attendance record.
- Criminal Record check will be required.
- Interview process will include testing.

Salary Range: As outlined in the C.U.P.E Local 4376 Collective Agreement

Apply to: please forward career resume and cover letter to:

1010 Sinclair Street, Winnipeg, MB R2V 3H7,
Attention: Kim Tomchuk, Human Resource Consultant
C/o Patricia Mason or via Email: pmason@tenten.mb.ca
Only those selected for an interview will be contacted.