



# Auditor General

MANITOBA

## Administrative Assistant – 6 Month Term

### **AY4 Administrative Assistant**

**Status/Term:** Term – 6 months

**Office of the Auditor General**

**Advertisement Number: 42770**

**Salary(s):** AY4 \$51,368 - \$59,973.00 per year

**Closing Date:** Until Filled

The **Office of the Auditor General (OAG)** is an independent office of the Legislative Assembly, established under The Auditor General Act. At the OAG, we pride ourselves on positively influencing public sector performance through impactful audit work and reports. Our work goes beyond the bottom line. As legislative auditors, we serve the Manitoba Legislative Assembly, and in turn, all Manitobans. We offer an exciting and rewarding work environment by providing challenging assignments, training and development opportunities, a comprehensive benefits package and a healthy work/life balance.

### **Conditions of Employment:**

- Must be legally entitled to work in Canada
- A satisfactory Criminal Record Check

### **Essential Qualifications:**

- Experience performing administrative and/or clerical duties, which may include but are not limited to: reception, answering phones, records management, filing, data entry, receiving and recording invoices, etc.
- Experience providing confidential administrative support including the preparation of correspondence and manual and electronic file maintenance
- Experience communicating with the public by telephone and in person.
- Proficiency with technology, including personal computers and current Microsoft Software applications such as Word, Excel, PowerPoint and Outlook.
- Demonstrated organization and problem-solving skills with the ability to prioritize work. Experience researching, analyzing, compiling, and summarizing information.
- Strong interpersonal skills, including political acumen, with the ability to establish and maintain professional working relationships with staff at all levels of government as well as the public.
- A high degree of initiative and the ability to work independently with minimal supervision.
- Excellent written communication skills with experience drafting, proofreading, and formatting various types of correspondence and submissions with a high degree of accuracy.
- Sound judgement and problem-solving skills with the ability to handle sensitive and non-routine issues.

**Desired Qualifications:**

- Ability to communicate in French
- Experience doing time entry in SAP
- Experience doing bookkeeping with QuickBooks Online

**Duties:**

Reporting to the Office Manager and indirectly to the Director, Corporate Services the administrative assistant is responsible for providing overall reception, secretarial, administrative, and clerical support to the Office of the Auditor General (OAG). The incumbent provides confidential administrative support to the Deputy Auditor General in a timely, effective and professional manner. This position must interact effectively with members of the public and OAG employees, liaising/communicating regularly with staff in Deputy Minister, Minister and other Legislative or Government offices.

The administrative assistant performs email management with follow-up, conducts research and compiles information on assigned tasks, proofreads, prepares and ensures timely routing and tracking of documents, including correspondence. Duties also include calendar management by arranging meetings including researching and preparing meeting information and background research.

The incumbent will also research and draft reports, correspondence and responses on behalf of the OAG, as well as manage and carryout support activities in a timely and professional manner. The incumbent will also provide coverage for other members of the administration team.

The term for this position does have the opportunity to be extended or made permanent.

**Apply Now:**

Advertisement # 42770  
Manitoba Legislative Assembly  
Human Resource Services  
302-386 Broadway  
Winnipeg MB, R3C 3R6  
Phone: 204-945-7279  
Fax: 204-948-3115  
Email: [hr@legassembly.mb.ca](mailto:hr@legassembly.mb.ca)

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.