

# Administrative Support Position - Manitoba Federation of Labour

## Position Overview

The Manitoba Federation of Labour (MFL) requires an Administrative Support staff at the Winnipeg office. The MFL is a Central Labour Body chartered by the Canadian Labour Congress and represents over 100,000 members in Manitoba.

## Qualifications

- ✦ Must have at least 3-year experience working in an administrative support position and an understanding of the Labour Movement structure.
- ✦ Efficient in using a desktop computer with Windows 7 or higher.
- ✦ Knowledgeable and experienced working in Microsoft Office 2013 (Outlook, Word, Excel, Access and Publisher).
- ✦ Experience in interacting with the public via phone and in person; good inter-personal Communications Skills.
- ✦ Excellent organizational skills. Demonstrated knowledge and experience in managing multiple priorities, tight timelines and stressful situations.
- ✦ Must be able to work independently, take direction and work as part of a team.
- ✦ Understanding of and experienced with the use of social media. Knowledgeable and experienced with the use of desktop publishing programs would be an asset.
- ✦ Some knowledge/experience in bookkeeping is an asset.

## Representative Duties

- ✦ Perform telephone/receptionist duties, dealing with members, public and government/business representatives.
- ✦ Type and/or format documents, correspondence, reports, media advisories/releases, minutes and briefs as assigned. This would include taking minutes as required at meetings.
- ✦ Process and distribute incoming and/or outgoing correspondence via mail, fax and e-mails.
- ✦ Prepare and/or handle all manner of incoming and/or outgoing correspondence as assigned.
- ✦ Perform meeting and/or hospitality arrangements as assigned.
- ✦ Update and maintain membership/contact lists and various other databases as assigned.
- ✦ Maintain files, both paper and electronic.
- ✦ Uploading information as required to the MFL website.
- ✦ Provide support or relief to the bookkeeper as required.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

### *Salary and Benefits as per Collective Agreement*

Please send applications to: Greg McFarlane, Executive Director  
Manitoba Federation of Labour  
303-275 Broadway  
Winnipeg MB R3C 4M6  
Fax: (204) 943-4276  
Email: [admin@mfl.mb.ca](mailto:admin@mfl.mb.ca)

**Deadline for applications is February 27, 2017**

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED

THOSE SELECTED FOR AN INTERVIEW WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO PERFORM THE WORK OUTLINED IN THE DUTIES OF THIS POSTING.