



## **ADMINISTRATIVE ASSISTANT POSITION**

### Winnipeg Association of Non-Teaching Employees (W.A.N.T.E.) OFFICE

W.A.N.T.E. is the association that represents the clerical, education assistants and computer technicians within the Winnipeg School Division.

We are looking for an Administrative Assistant to work at the W.A.N.T.E. office, 3 days a week (Tues, Wed, and Thurs), 7.25 hours per day, 10 months of the year (September – June).

This person will work under the direction and supervision of the W.A.N.T.E. President. This position works very closely with the President and is responsible for providing clerical support to the Association. This includes the handling of confidential material; provides reception service; maintains the membership database, office inventory, and general office duties.

This position requires an individual who possesses strong interpersonal and communication skills along with a pleasant telephone manner. The ability to demonstrate tact, diplomacy and maintain confidentiality with regard to inquiries from Association members is essential. Good organizational skills, the ability to take initiative and to work with minimal supervision is also required.

***Provides clerical support to the Association:*** Prepares, types and distributes any information being sent out to the membership, as approved by the W.A.N.T.E. President. Answers telephone calls and responds to general inquiries related to the Association.

***Maintains the membership database;*** Will add new employees and edits existing employees work history to database by reviewing reports and recording employment changes of membership provided by the Division. Annually send out an update to existing employees and update database with personal information accordingly.

### **EDUCATION**

This position requires a minimum of three years office experience. Proficiency in Microsoft Office package specifically in WORD and EXCEL and have a strong understanding of merging. Knowledge of the W.A.N.T.E. Collective Agreement and Winnipeg School Division Policies would be an asset.

The position is three (3) days per week, Tuesday, Wednesday, Thursday from 8:30 – 4:30 pm in a 10-month position. Starting salary is \$20.48 per hour plus vacation pay. Position starts August 30, 2022.

If interested in applying for the position, please submit your resume prior to August 1, 2022 to:

Carla Paul, President  
111-1555 St. James Street  
Winnipeg, MB R3H 1B5  
or email to [wante@mymts.net](mailto:wante@mymts.net)  
or Fax to 204-953-0250