

Louis Riel Institute



As an affiliate of the Manitoba Métis Federation, the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill one **Full-time Office Manager** position located in **Winnipeg, MB**.

Office Manager

This position is responsible for the organization and coordination of all administration duties and office procedures. This role is to create and maintain a pleasant work environment ensuring high levels of organizational effectiveness and communication while overseeing other administrative staff. This position is also responsible for the assistance of the General Manager, ensuring the organization, scheduling, record keeping and other responsibilities to ensure they are able to do their job effectively.

Job Duties/Competencies:

- Lead and oversee reception/administrate staff
- Attend board meetings, record, document and produce meeting minutes
- Assist in scheduling, planning and coordination of meetings and various events for the General Manager
- Organize, file and retrieve corporate records, reports and documents
- Ensure proper coordination of all administrative duties
- Maintain office supplies and book supplies
- Deploy customer orders and communicate information to finance
- Prepare memos, reports letters and other correspondence as required
- Gain extensive knowledge of all products and services supplied by LRI
- Maintain copier records and general office supplies
- Assist and direct reception with customer inquires via phone, email and other correspondence

Skills and Qualifications:

- Bachelor's Degree in Business Administration or relevant equivalent experience and training may be considered
- 5 years in a related job setting with a Proven ability to manage general office and staff
- Ability to meet deadlines while multitasking in a fast-paced environment
- Ability to work with minimal supervision
- Attention to detail and strong interpersonal skills
- Excellent telephone/people skills
- Positive attitude
- Problem solver with the ability to work across all functions, titles, and organization
- Ability to recognize and maintain confidentiality of work materials as appropriate
- Excellent organization and record keeping skills
- Proficiency in a variety of computer applications including MS Office and MS Excel
- Excellent communication skills; both written and verbal
- Knowledge of Métis culture
- Knowledge of LRI & MMF programs and services
- Acceptable Criminal Records check and Child Abuse Registry check

Qualified Métis applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Salary Range: Dependant on education and experience.

Closing Date: Until filled

Please forward cover letter and resume to:

Louis Riel Institute
Email: lrhr@lrilearn.ca