

Advertisement for Administrative Assistant

The Association of Manitoba Community Pastures (AMCP) is an organization led by an elected Board comprised of patron members. The AMCP is responsible for custom grazing cattle at numerous locations in Manitoba. The head office and this position are located in Minnedosa, Manitoba.

Our company is seeking a positive, self motivated individual to become a member of our team as an Administrative Assistant who will provide human resource, administrative and clerical support.

Duties to include but not limited to:

- Providing office support i.e. answering phones, mail/email, data entry, preparing correspondence, etc.;
- responsible for gathering/submitting payroll information for up to 55 staff, processing all hiring and termination related documents;
- providing day to day support to the General Manager;
- assisting pasture managers, other staff and the public with inquiries;
- providing support to the Board of Directors, preparing for and taking minutes at meetings, etc.;
- and
- providing assistance in accounts payable and receivable.

Qualifications include:

Excellent interpersonal skills and organization abilities

Advanced computer skills with knowledge of Microsoft Office (One Drive - Word, Excel, PowerPoint and Outlook)

Knowledge in accounting software (Sage) is an asset

Ability to prioritize multiple tasks in a fast-paced environment

Strong communication skills including written and oral

Superior organization skills and dedication to completing projects in a timely manner

The successful candidate should have two years post-secondary education i.e. Business Administration; or equivalent of one to three years job related experience; or an equivalent combination of education and experience.

Please email Resume, including references & cover letter, to norma.gordon@pastures.ca by May 25, 2022.

We thank all applicants for their interest. Only those selected for interviews will be contacted.