



FIRST PEOPLES economic growth fund

Administrative Assistant

First Peoples Economic Growth Fund Inc. (FPEGF) is a diverse not-for-profit financial organization with the mandate to support the development and growth of Manitoba's First Nation business community by investing debt or equity capital into viable new and existing businesses.

The successful candidate must be reliable, outgoing, organized and a team-oriented individual who is a quick learner with exemplary communication skills. The ability to work in a fast paced environment with strong attention to detail is essential.

Responsibilities & Requirements:

- Ability to manage multiple projects with great accuracy and meet tight deadlines.
- Strong administrative and customer service skills – over the phone and in person.
- Strong workload prioritization and problem solving skills.
- Assist with the day-to-day operation of the office and provide all-around staff support.
- Reconcile client documentation and claims, prepare quarterly and annual reports, maintain and update hardcopy and electronic files.
- Other duties as assigned.

Qualifications:

- Relevant training and 3 years of related experience as a versatile Administrative Assistant.
- Must be computer savvy and proficient in Microsoft Office Applications and automated office efficiencies.
- Ability to learn specialized software programs is essential.
- Familiarity with social media advertising and outreach.
- Excellent written and verbal communication skills.
- Knowledge of basic accounting/bookkeeping principles is an asset.
- Ability to speak a First Nation language is an asset.
- High School Diploma/GED.

Salary depends on skills and experience. Excellent benefits coverage. Only candidates selected for interviews will be contacted.

Closing Date: Noon, Wednesday, March 20, 2019

Forward résumé, complete with cover letter, salary expectations and three work-related references to:

Yvonne Dubois, Executive Assistant
First Peoples Economic Growth Fund
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