

Join Our Team

ADMINISTRATIVE ASSISTANT

INFORMATION



MHRD.CA



@MHRD1



MHRD1

EXPERIENCE

Customer service

Office Administration

SKILLS & COMPETENCIES

Team player

Service oriented

Dependable

Attentive to detail

TO APPLY

Letter of application,
resume & references to:
info@mhrd.ca

**Consideration
given to suitable
candidates
requiring a flexible
work schedule!**

ORGANIZATIONAL PROFILE

The Macdonald-Headingley Recreation District (MHRD) exists through a quality partnership of two growing municipalities within the Winnipeg Metropolitan Region. Recognizing the unique needs of each municipal partner, MHRD successfully delivers enhanced and robust services that build on the mutual value of recreation and quality of life.

MHRD employs six (6) individuals in permanent positions and approximately 50 contracted program service providers and seasonal staff. As an employer, MHRD strives to create a respectful, collaborative, and inclusive workplace that supports professional growth and development to attract, engage and retain employees.

ABOUT THE ROLE

Reporting to the MHRD Recreation and Community Services Manager, the Administrative Assistant is the primary point of contact with citizens from the municipalities of Macdonald and Headingley. This position provides information to, and accepts registration and payments from customers in addition to regularly liaising with companies and municipal staff who support the MHRD office. In addition to completing day-to-day administrative functions, the Administrative Assistant will provide support to MHRD team members and contract instructors. The successful candidate will be a self-starter who communicates effectively and demonstrates a sound organizational skillset.

This is a flexible opportunity to work up to 35 daytime hours per week with a small team of dedicated team members. The ideal candidate will have a demonstrated understanding of the benefits of recreation and their impact in building community.

A complete job description is available at www.mhrd.ca. Salary range commensurate with experience and qualifications.

HOW TO APPLY

Applications will be received until 1:00pm on Friday, May 26.

Interested applicants should forward a letter of application, resume and contact information for three references in confidence, to the attention of Kathleen Low at info@mhrd.ca.

MHRD thanks all applicants and advises that only those selected for further consideration will be contacted.