



URBAN CIRCLE TRAINING CENTRE INC.

519 Selkirk Avenue, Winnipeg, Manitoba R2W 2M6 • Phone: (204) 589-4433 • Fax: (204) 582-6439

*** TERM FULL-TIME EMPLOYMENT OPPORTUNITY *** **RECEPTIONIST ADMINISTRATIVE WORKER**

This **term** position will end December 16, 2021

Criteria:

- The applicant must own a vehicle daily and possess a current class 5 Manitoba Driver's License and to be able to submit a current drivers abstract
- The applicant must have extensive experience
- The applicant must be able to self-manage their time with the ability to work independently.
- The applicant must have good public relations skills
- The applicant must be motivated, reliable
- Must have experience working as a team member in an adult learning environment
- Must work well under pressure
- Must have experience working with individuals problem-solving, referrals, etc.

Duties:

- Work closely with the Administrative Assistant and Intake Coordinator with duties as assigned
- Work directly with the Family Support Worker Life Skills Coach/Counsellor with classroom preparation; documenting attendance; attendance follow up calls; taking messages; and other duties as assigned

Working Conditions:

- Must be able to work in a fast paced environment
- Must demonstrate a strong work ethic and be reliable and committed to full time hours
- Must be able to multi-task
- Must be flexible at times with working hours
- Must adhere to confidentiality when working with sensitive information and the community
- Must have a satisfactory Criminal Record Check, Child and Adult Abuse Checks and Drivers Abstract

Application deadline: FRIDAY, May 14, 2021

Aboriginal candidates are encouraged to self-identify. **ONLY Shortlisted Candidates will be contacted by EMAIL for an interview.**

Please forward to: Haven Stumpf, Executive Director
Urban Circle Training Centre, Inc.

EMAIL RESUME & REFERENCES TO: hstumpf@urbancircle-inc.com

Upon being hired in this term position, the selected candidate will be required to submit a current and acceptable criminal record check, adult abuse check and child abuse check **in accordance with Urban Circle's policies.**

Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba). **We thank all applicants for their interest.**

An Adult Learning Centre That Makes a Difference!