



Administrative Assistant

The Manitoba Bar Association, a branch of The Canadian Bar Association, is dedicated to enhancing the economic, professional, and social interests and well-being of its members throughout the province of Manitoba. The Manitoba Bar Association represents approximately 1600 members of Manitoba's legal profession including: lawyers, judges, law students, and law professors.

The Association is seeking an organized professional to provide administrative and other services to members. The position is permanent, full-time, with a starting salary range of \$40,000-43,000. The total compensation package also includes a competitive health benefits package, RRSP allowance, and flexible work arrangements.

Reporting to the Executive Director, the **Administrative Assistant** is responsible for:

- Administration of all aspects of office operations, including but not limited to: emailing, sorting and distributing mail, ordering office supplies, filing, photocopying, outgoing courier deliveries, recording meeting minutes, providing support to the Executive Director and other related duties;
- Assist members with inquiries by phone, email, or in-person, ensuring they are addressed in a professional and courteous manner and directed to the appropriate staff person if required;
- Development and maintenance of record-keeping systems and member database systems;
- Bookkeeping functions, including but not limited to: administering invoices, receipts, statements, bank deposits, issuing cheques, and payment collection;
- Providing support to the Member Service Coordinator to organize member programs and events; and
- Other duties as assigned.

An ideal candidate will demonstrate competence in the following:

- Possess post-secondary education in business, bookkeeping, or office management; or comparable work experience;
- Setting priorities, developing a work schedule, monitoring progress towards goals, and tracking information and activities;
- Establishing and maintaining positive working relationships with others both internally and externally to achieve the goals of the Association;
- Communicating in a thorough and timely manner using appropriate and effective tools and techniques;
- Anticipate, understand, and respond to the needs of members to meet or exceed their expectations;
- Ability to communicate in French is considered an asset.

The Manitoba Bar Association values the diversity of the people it hires and serves. This means fostering a work environment in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop each person's strengths and talents. Applicants are encouraged to self-identify in their application package and to notify the hiring committee of any accommodations required for equitable consideration. **Applications will be reviewed on a rolling basis until the position is filled.** To apply for this role, please submit a cover letter and resume to the attention of Michelle Falk, Executive Director, at admin@cba-mb.ca.