

Elections Manitoba

AY3 Recruitment Assistant

Part-time term (approximately 36 hours bi-weekly)

Winnipeg, MB

Salary: \$41,136 - \$47,018

Closing Date: January 25, 2019

Elections Manitoba is an independent office of the Legislative Assembly. The office supports the democratic rights of all Manitobans through the conduct of free and fair provincial elections.

Elections Manitoba is seeking a part-time Recruitment Assistant to support hiring staff for the 2020 provincial general election. The position would begin work immediately with the term ending in May/June 2020.

Position Duties and Responsibilities

Reporting to the recruitment specialist, the incumbent assists with recruitment of electoral support positions at Elections Manitoba head office and provides all administrative support respecting competitions for returning officers and assistant returning officers appointed by the chief electoral officer. These tasks include:

- Responding to inquires regarding the positions advertised and contacting candidates to arrange interviews
- Receiving, recording and processing applications
- Maintaining the tracking system for the total recruitment process
- Performing all administrative duties such as word processing, copying, faxing, filing, arranging appointments, obtaining material and supplies, setting up meetings, including hospitality, and making travel arrangements etc.

Qualifications

- Several years' experience within an administrative support role
- Experience in records management and file systems; working with highly confidential information
- Experience processing and analyzing documents and applications with a high degree of accuracy and attention to detail
- Experience and proficiency in using Microsoft Office Suite, specifically Outlook, Word and Excel
- Exceptional interpersonal and customer service skills; strong communication skills; with ability to effectively communicate with candidates and staff
- Strong organizational, detail-oriented time management skills with the ability to meet tight deadlines.

Conditions of Employment

- The successful candidate must be, and remain, politically non-partisan in both perception and fact.
- Must be legally entitled to work in Canada

Please send your resume and cover letter to RORecruit@elections.mb.ca by January 25, 2019