



Keewatin Housing Association Inc. / Authority

**Employment Opportunity
Administrative Assistant
Thompson, MB
Full Time**

Under the direct supervision of the Keewatin Housing Association Property Manager, the Administrative Assistant will provide administrative support by taking incoming calls; taking monthly rent payments; making and keeping up to date program files. She/he acts as receptionist to the staff, actions and screens information requests and greets walk in clients. The Administrative Assistant will also be required to initiate and provide input into the development and management of information systems. This is a fast paced and busy role which is central to the coordination of Keewatin Housing Association.

Qualifications:

- Completion of secondary school
- Completion of a one- or two-year college or other program in office administration, special events coordination or a combination of experience and education will be considered.
- Previous experience is required.
- Must be bondable
- Possess initiative, judgement and respects confidentiality requirements.
- Good and accurate note taking, typing and electronic/ paper file management skills.
- Ability to work well with others or independently with minimum supervision.
- Excellent organizational skills and knowledge of various filing systems is required.
- Knowledge of Microsoft Office (Word, Excel) applications.
- Must have good communication and writing skills.
- Respect for the customs, traditions and practises of the local member First Nation communities.
- Must have good customer service skills
- Ability to speak Cree or Dene would be an asset.
- Must obtain a clear Criminal Record and Child Abuse check
- Must have Valid MB Drivers Licence

A written application with detailed resume, including at least two references, and written permission to contact the references and latest immediate supervisor should be submitted to:

Keewatin Tribal Council Inc.
Attention: Lisa Beardy, Office Manager
23 Nickel Road
Thompson, Manitoba R8N 0Y4
E-Mail: Lbeardy@ktc.ca
Fax: 204 677-0256

**Deadline for Applications Friday, September 18, 2026 4:00pm
Late applications will not be considered.**

We would like to thank those that apply but only those persons selected for interviews will be contacted.