



BEHAVIOURAL HEALTH FOUNDATION

Box 250, 35 ave de la Digue

St. Norbert, MB R3V 1L6

Phone: (204) 269-3430

Fax: (204) 269-8049

Position: Executive Secretary
One (1) Full Time – Term Position

The Behavioural Health Foundation is now accepting applications for an Executive Secretary (Term), who will be responsible for the facilities' day-to-day office needs as well as providing support to the Board of Directors and Senior Management.

The incumbent will be responsible for taking and typing minutes of senior management and Board meetings. The ideal applicant will be responsible for preparing and managing personnel files, as well as other personnel management responsibilities. The secretary will make sure that all office equipment is serviced and that supplies are available on time.

Qualifications:

- Minimum five years experience in a high functioning, demanding office setting, self -motivated and well organized with the ability to type 80 words per minute and a minimum Grade 12 education.
- Knowledge of Indigenous heritage, culture, spirituality, customs and language will be considered an asset.
- Valid Manitoba drivers licence and driver abstract.

Working Conditions:

- Must be able to work in a fast paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Must adhere to confidentiality when working with sensitive information.
- Must have satisfactory Child Abuse Registry Check and Criminal Record Check.

Application Procedure:

Send resumes, letter of interest and references to marlas@bhf.ca or fax at 204-269-8049.

Closing Date: Friday, December 17, 2021 – Or Until Filled

We thank all applicants for their interest; however only those selected for further consideration will be contacted.