Job Posting
Receptionist / Administrative Assistant

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **November 26th, 2026.**

How to Apply: Apply on our website and specify the position of interest **https://serdc.mb.ca/careers.**

Job Title	**Receptionist / Administrative Assistant**
Reports To	Chief Financial Officer
Division	Finance

Job Purpose

Under the general direction of the Chief Financial Officer, the Receptionist / Administrative Assistant is responsible for providing comprehensive administrative and operational support to SERDC leadership, staff, and programs, ensuring the efficient coordination of office operations, meetings, correspondence, records, and projects. This role supports organizational effectiveness by managing information, facilitating communications, coordinating events, and maintaining office resources, while promoting accuracy, confidentiality, and professionalism in all administrative functions.

Duties and Responsibilities

1. **Office Administration and Operations**
   - Greet clients, visitors, and guests in a professional manner and direct them appropriately.
   - Answer and direct phone calls and respond to general inquiries.
   - Maintain a welcoming and professional front office environment.
   - Open, sort, distribute, and manage correspondence, including mail, email, and faxes, and respond to routine inquiries.
   - Prepare/edit, and transcribe memos, reports, handwritten notes, and digital dictation as required.
   - Operate office equipment, including photocopiers, fax machines, scanning equipment, and voicemail systems.
   - Order and track office supplies ensuring inventory tracking, regular reordering of supplies and special orders.
   - Manage external boardroom bookings.
   - Provide support to other divisions, as required.
   - Train colleagues in position duties to ensure continuity of coverage during absences.

2. **Finance Support**
   - Provide basic administrative support to the finance division as required.
   - Prepare purchase orders, as required for Director and/or CFO approval.
   - Assist with cheque runs, including putting cheques in envelopes for mailing or cheque pickup and properly verifying and maintaining cheque pickup logs.
   - Support accounts payable, as required.

3. **Events and Office Initiatives**
   - Schedule appointments and meetings using the electronic calendar system.
   - Assist with planning and coordinating internal meetings, office events, and staff initiatives
   - Support event logistics including room setup, scheduling, and catering coordination

- Assist with the coordination of the Spirit of Giving (SOG) annual golf tournament, including planning, logistics, sponsor requests, volunteer coordination, and financial reconciliation activities.
- Coordinate and manage assigned projects and events.

4. Other related duties as assigned.

Qualifications/Skills

Education

- Grade 12 or equivalent
- Completion of a recognized post-secondary Administrative Program.
- Combination of relevant education and work experience may be considered.

Knowledge, Skills and Experience

- 2 years of experience in an administrative, receptionist, or office support role (or equivalent combination of education and experience).
- Experience working in a fast paced office environment with competing priorities.
- Knowledge of office administration practices, procedures, and systems, including filing, records management, and correspondence protocols in a professional office environment.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Understanding of event coordination, meeting logistics, and travel arrangements.
- Familiarity with workplace confidentiality, privacy standards, and organizational policies.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent written and verbal communication skills, including the ability to draft, edit, and proofread correspondence and reports.
- Effective interpersonal skills for working with staff, leadership, community members, and external stakeholders.
- Strong attention to detail and accuracy in documentation, data entry, and reporting.
- Problem-solving and decision-making skills for day-to-day administrative challenges.
- Ability to operate office equipment, including phones, fax machines, photocopiers, scanners, and other technology.
- Ability to manage multiple tasks and projects simultaneously while maintaining quality and efficiency.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to work independently as well as collaboratively in a team environment.
- Possess a Class 5 Driver's License with reliable vehicle.

DESIRED

- Experience working with Indigenous organizations, or community-based organizations is considered an asset.
- Ability to speak Ojibwe

Working Conditions

- Standard office hours with occasional flexibility required for meetings or events.
- Work in an office environment with continual interruptions and multiple demands.
- The role may involve a moderate level of stress while fulfilling the responsibilities associated with the position.
- Possess a valid Class 5 driver's license with reliable vehicle.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to move within the office to attend meetings, retrieve documents, and assist employees.
- Occasionally required to lift and carry materials weighing up to 15-20 pounds (e.g., files,
- documents, or office supplies).
- Ability to travel to remote communities via different modes of transportation (ex. air, winter roads).