

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	FORMS MANAGEMENT OFFICER
JOB NUMBER	3123
NUMBER OF POSITION/S	1
NOC CODE	1411
CLOSING DATE	2018-01-26
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$21.63 - \$21.63
WAGE DETAILS	Dental and Health after 3 months of employment-
JOB TERMS	Full time
JOB DUTIES	<p>JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures; - Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed; - Carry out administrative activities associated with admissions to post-secondary educational institutions; - Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation; - Co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services; - Conduct analyses and oversee and administrative operations related to budgeting, contracting and project planning and management processes - Assist in preparation of operating budget and maintain inventory and budgetary controls - Assemble data and prepare periodic and special reports, manuals and correspondence
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>SKILLS:</p> <ul style="list-style-type: none"> - Possess intimate knowledge with the recruitment of skilled workers overseas with particular emphasis in the Philippines is an asset; - Possess intimate knowledge with all rules and regulations of the POEA office in that country is an asset; - Reliable and able to work very well under pressure; - Good interpersonal skills, organizational and good communication skills; - Must be knowledgeable in ALL Microsoft Office Programs;

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QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>- Can type at least 50 wpm.</p> <p>EMPLOYMENT & EDUCATION REQUIREMENTS:</p> <ul style="list-style-type: none">- Completion of secondary school is required;- A university degree or college diploma in business or public administration;- Minimum 5 years experience in a Management Role. <p>LANGUAGE REQUIREMENTS:</p> <ul style="list-style-type: none">- Proficient in English.
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
JD	Murray Beakley