

BCMP



Building Construction Mentorship Program

CLERK TRAINING OPPORTUNITY AVAILABLE WITH THE NORTH END COMMUNITY RENEWAL CORPORATION and BUIILDING CONSTRUCTION MENTORSHIP PROGRAM

North End Community Renewal Corporation (NECRC)/ Building Construction Mentorship Program (BCMP) is dedicated to promoting the social, economic and cultural renewal of the North End of Winnipeg. BCMP is a NECRC employment development program carried out in partnership with Manitoba Housing (MH). The clerk -office assistant- will adhere to NECRC/BCMP and MH policies, procedures and guidelines at all times.

POSITION: Clerk- office assistant- NECRC/BCMP (Full-Time Temporary) Monday to Friday, generally 8:30 am to 4:30 pm.

Clerk (Office Assistant)-Training Overview:

Upon hire, the NECRC/BCMP Clerk Trainee will receive training from the MH Administrative Officer. Also, the trainee will receive 12 months of instruction and coaching in areas such as such as answer phones and transfer to the appropriate staff member, greet public and clients and direct them to the correct staff member, receive sort and distribute incoming mail, monitor incoming emails and answer or forward as required and any other assigned tasks.

Clerk –Office Assistance- Job Duties

- ✓ Maintaining files and records so they remain updated and easily accessible
- ✓ Sorting and distributing incoming mail and prepare outgoing mail
- ✓ Answering the phone to take messages or redirecting calls to appropriate colleagues
- ✓ Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- ✓ Undertake basic bookkeeping tasks and issue invoices, checks etc.
- ✓ Take minutes of meetings and dictations
- ✓ Assist in office management and organization procedures
- ✓ Perform other office duties as assigned
- ✓ Type documents, reports and correspondence
- ✓ Monitor and maintain office supplies

Skills Required

- ✓ High School Diploma or equivalent
- ✓ Business college training an asset
- ✓ Competent computer skills including MS Office or equivalent
- ✓ Internet skills including use of e-mails, group messaging and data collection
- ✓ Initiative, a positive attitude, enthusiasm and determination to succeed
- ✓ Ability to communicate effectively in English (written and verbal) in order to convey information clearly and accurately
- ✓ Ability to manage time effectively as well as organize and prioritize workloads in order to meet deadlines
- ✓ Ability to solve problems and make recommendations

Conditions of Employment

- ✓ Must have a current and Satisfactory Criminal Record Check and Child Abuse Check

- ✓ A valid Class 5F Manitoba Driver's License and/or the ability to provide your own transportation will be considered as an asset

How to Apply

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to gina.penuela@necrc.org, BCMP Administrative Coordinator

Wage Range: \$13.60 to \$14.16

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.