

Job Description

Job Title:	Reception and Office Assistant	Supervisor:	Deputy Director
Language:	English and French Essential	Position Type:	Full Time 37.5 hours per week
		Wage:	\$22.00-26.00 per hour
Location:	102 Comet Street	Screening Required:	Criminal Record Check and Child Abuse Registry Check

Organizational Information:

Who We Are:

The Winnipeg Military Family Resource Centre (Winnipeg MFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that serve, involve, and advocate for our military community, its members, and families, and address the unique military lifestyle challenges, resulting in an enhanced quality of life. The Winnipeg Military Family Resource Centre envisions a community of strong, capable, resilient Canadian Armed Forces families. For more information on the Winnipeg Military Family Resource Centre, please visit: <https://cfmws.ca/winnipeg/mfrc>.

Job Summary:

This position will support the daily operation of the reception area and the clients of the MFRC. Under the supervision of the Deputy Director, this position will also provide administrative and financial reporting support to the Executive Director and the Deputy Director. This position provides data entry and administrative support to all MFRC team members as well.

Qualifications

- High School Diploma
- 2+ years of experience working in a similar role
- Proficiency in the use of Microsoft 365 and Office applications (Word, Excel, PowerPoint, Access)

Core Competencies

- Strong organizational skills
- Ability to balance multiple priorities while maintaining a high degree of accuracy and attention to detail
- Ability to work independently and within a team environment
- Effective verbal and written communication skills in English and French
- Strong administrative and accounting skills and knowledge of financial reporting

Knowledge

- Of Microsoft 365 (Excel, Word, Outlook, PowerPoint, Access)
- Of multiline phone system
- Of data entry in a CRM system
- Of customer service
- Of accounts payable and receivable procedures
- Of financial reporting principles

Experience

- In accounts receivable
- Phone switchboard
- Customer service
- Data entry and spreadsheet preparation
- Time management
- Multitasking and prioritizing tasks

Responsibilities - Reception

- Answer phone calls and direct to appropriate staff
- Greet clients/suppliers/partners in a courteous and professional manner
- Provide accurate information on programs/services/staff members and provide registration assistance
- Maintain tidiness in common areas
- Facilitate staff meetings and provide accurate meeting notes.
- Professional verbal and written communication with multiple partners and stakeholders
- Handling post office-related tasks and Morale Mail

Administrative Duties

- Maintain inventory of supplies
- Prepare charitable receipts following Canada Revenue Agency's policies
- Provide administrative support to Executive Director and Deputy Director
- Filing, copying, scanning
- Reporting and maintenance of statistical information
- Monthly expense reports to staff for review
- Fire Warden and monthly reports
- Update filing system to digital versions

Financial Duties

- Assisting in accounts receivable ensuring accuracy of codes and information
- Preparing accurate bank deposits and reports
- Processing petty cash according to established procedures
- Support Executive Director and Deputy Director with any additional financial assistance
- QuickBooks entries
- Square entries
- Prepare month-end reports
- Prepare and upload invoices/bill payments/cheques and receipts

Special Requirements

- Extended workday and/or occasional evening or weekend will be required, flex time available
- Ability to provide a clear criminal record check, and vulnerable sector screening (current within 6 months)
- Valid Driver's license with access to a reliable vehicle for work-related travel and requisite driver's insurance (mileage is compensated in accordance with Winnipeg MFRC Policies)
- Travel within and outside of the City of Winnipeg

Efforts/Working Conditions

- May encounter high noise volume at front reception area
- Will be required to work in multiple office spaces

Disclaimer

This description has been designed to indicate the key responsibilities of the job and the nature of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and tasks required of employees assigned to this job.

To apply, please email your cover letter and resume to the attention of Jenny Brennan, Deputy Director, at jenny.brennan@winnipegmfr.ca by April 24, 2026.