

## **Administrative Assistant**

Posted March 18, 2025

This position supports the mission of the Crisis & Trauma Resource Institute (CTRI) and its partner company, ACHIEVE Centre for Leadership (ACHIEVE). Our hope is to create a trauma-informed world and help create great workplaces through our training and consulting services.

As a member of our administrative team, the chosen candidate will be responsible for a variety of administrative tasks that require attention to detail, supporting the administrative needs of organizational leaders. They will need strong organizational skills and a high level of expertise using multiple computer programs such as Office 365 and QuickBooks.

In addition to administrative duties, the role involves some interaction with clients via phone and email. The successful candidate will have a professional, friendly demeanor, enjoy helping people, and be adept at troubleshooting. As is the case with all positions at CTRI/ACHIEVE, this role may evolve over time in support of the company and in connection with the strengths of the person hired. This role reports to CTRI's Executive Assistant.

**Start date:** as soon possible

### **Work Hours, Wages, & Benefits**

This is a ten-month term position (maternity cover), with the potential for renewal based on performance and organizational needs.

CTRI currently defines full time as 33.75 hours per week (4.5 days/week). The successful candidate will work at our office at 710 Westminster Ave in Winnipeg.

**Wages:** Starting wage between \$46,000 and \$51,000, depending on experience.

**Benefits:** An extended benefits package is available after three months of employment.

CTRI provides a flexible work environment with a variety of paid leaves including vacation and personal leave.

### **Day to Day Duties Include:**

- Responding to administrative support requests such as booking meetings, preparing documents, taking minutes, etc.
- Assisting clients with website navigation
- Maintaining accurate records for workshop registrations, attendance, and payments
- Creating invoices, processing cancellations, following up on overdue invoices in QuickBooks
- Welcoming and directing visitors at our office

- Maintaining common areas including kitchen, coffee machine, apartment and boardroom
- Preparing conference exhibit supplies
- Booking event space and travel arrangements for training events
- Various other administrative tasks as assigned

### Required Qualifications/Skills

Excellent interpersonal communication skills in person, via email and on the phone

Strong organizational and time management skills

Good computer skills with an aptitude to learn new programs quickly

Ability to manage initiatives proactively with minimal supervision

Enjoys working in a fast-paced environment

Exceptional contributor to a team environment

Ability to manage and prioritize multiple projects

Personable, friendly, and grounded

Demonstrated commitment to our core values, which are:

Joy – We Find Joy in Work and Our Relationships

Togetherness – We Do Great Work Together

Improvement – We Seek Feedback and Act to Improve

Authenticity – We Practice What We Teach

### Closing & Interviews

Applications will be accepted until midnight, Sunday, April 13, 2025. Successful applicants will be contacted to schedule a video call between April 23-24 for a brief interview. Full length, in-person interviews will be scheduled soon after.

### To Apply

Please send the following in **one attachment**: resume, cover letter, three work/school-related references, and a response to the following questions:

1. *What do you do to contribute to a healthy, vibrant work culture?*
2. *Please describe your understanding of the work of CTRI and ACHIEVE, and how the position of Training Coordinator helps in fulfilling our mandates?*

Send Applications to: Tobi at [office@ctrinstitute.com](mailto:office@ctrinstitute.com)