



Manitoba Metis Federation Inc. **Southwest Region**

The Manitoba Metis Federation Inc. Southwest Region – Metis Employment & Training is currently hiring a summer position for a General Office Duties helper, to commence June 5, 2017 to August 31, 2017.

Qualifications:

- Intermediate MS software skills, With focus on Word and Excel
- Ability to enter data according to specified format and ensure data integrity and accuracy
- Detail orientated with a high level of accuracy
- Familiar with various filing systems
- Strong interpersonal skills - Good organizational and time management skills
- Advanced communication skills, both written and verbal - Ability to maintain highly sensitive and confidential information in all interactions
- Ability to work with minimal supervision

Application Deadline: May 30, 2017

Send resume and cover letter to:

Southwest Region
Arlyce Allan, Regional Assistant
656 – 6th Street
Brandon, MB R7A 3P1
Fax: 204-725-7528
Email: aallan@southwestmmf.ca

Eligible Participants will be Male or Female:

- **Metis, Non-Status or Inuit**
- **Currently full time in School and returning full time in the fall**
- **Youth between the ages of 16-30 years**
- **Resident of Manitoba**

Canada