



EMPLOYMENT OPPORTUNITY

Closing Date: 31.12.2024

ADMINISTRATIVE REPRESENTATIVE (CASUAL)

GILLAM, MB

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!

Great Benefits

- Competitive salary and benefits package.
- Defined-benefit pension plan.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment, and customer service, while actively supporting a diverse, equitable and inclusive workplace.

We are seeking an experienced Administrative Representative on a casual basis to perform a variety of complex administrative assignments requiring independent judgement in the broader aspects of established procedures and practices related to administrative functions within Radisson/Henday/Keewatinohk Converter Stations.

Responsibilities:

- Participate actively and positively in the development of the team and the achievement of the team's goals.
- Responsible for maintaining and organizing all records and filing systems according to established procedures.
- Perform all time audit and expense functions associated with time and expenses.
- Perform functions associated with TEM (Travel and Expense Management).
- Compile data and complete VISA reconciliations for station staff.
- Operate office equipment such as a personal computer, copier, plotter, scanner, and printers.
- Handle confidential data with security.
- Ensure that duties performed comply with Enterprise and regulatory environmental requirements.
- Report any incidents or situations that may be harmful to the environment or in violation of Enterprise or regulatory requirements.
- Answer inquiries on matters relative to service supplied within the scope of reference manuals, directives, and policies in a prompt, courteous, and effective manner.
- Maintain records of vacation, bank time, sick leave, and northern trips (including tax reports) and handle staff inquiries.
- Maintain and oversee vehicle assignments and key assignments
- Provide assistance in Stores departments as required.
- Provide recording secretary duties as required.

Qualifications:

- Grade 12 education or equivalent.
- Minimum of two years of directly related office experience
- Good working knowledge of the HRMS, TEM, SAP and AMPS, Microsoft Word, Excel, PowerPoint, Windows, and other related software.
- Demonstrated ability to operate computers and personal computers in referencing required data with minimal delay or inconvenience.
- Familiar with and able to operate office equipment, including personal computers, copiers, plotters, scanners, printers, etc.
- Required aptitude for accounting and budget preparation and familiarity with computer run-offs.
- Ability to handle confidential information with discretion.
- Physically capable of performing all the duties of the position.
- Should be familiar with Union Agreements and Corporate policies.
- Required to possess a valid Province of Manitoba Driver's Licence with appropriate classification.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$26.01-34.06 Hourly.

Apply Now!

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online.

The deadline for applications is **DECEMBER 31, 2024**.

We thank you for your interest and will contact you if you are selected for an interview.

This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.

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