



JOB POSTING

MEDIATION SERVICES: A Community Resource for Conflict Resolution

Front Desk Receptionist – Office Assistant

A full-time position, 35 hours per week (This job could be shared between two people).

Mediation Services is a community based organization offering conflict resolution services to Manitobans since 1979. These services include comprehensive training in conflict resolution skills, victim/offender mediation, mediation for family/neighbourhood disputes, and volunteer opportunities. Mediation Services offers a great working and learning environment and is looking for someone who is highly motivated and willing to be a support to the organization.

Qualifications:

- High energy and positive attitude
- Self motivated, organized and able to manage time effectively
- Excellent interpersonal, verbal, and written communication skills
- Excellent computer skills (data base, word processing and spreadsheet proficiency)
- Demonstrated ability to work effectively with minimal supervision
- Willingness to work as a team player with collaborative decision-making processes.
- Accounting (familiarity with Quick Books an asset)

Responsibilities:

- Reception duties including first point of contact for visitors and telephone calls.
- Everyday office operations
- Day to day liaison with all outside vendors and suppliers
- Ensure all office equipment is maintained and operating efficiently
- Record, mail and maintain all invoices
- Process training program registrations and payments
- Provide administrative support to the court, community and training programs

Salary range is \$27,000-31,000 with an excellent benefit package.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Please send introductory letter and resume to:

Lois Coleman Neufeld, Executive Director

email: lcn@mediationserviceswpg.ca

Fax: (204) 925-3414

Address: 302 – 1200 Portage Ave., Winnipeg, MB R3G 0T5

Deadline for receipt of application is Monday February 6, 2012