



271 Portage Ave.  
Winnipeg, MB, R3B 2A8  
T: (204) 943-0822  
F: (204) 943-0823  
info@foodmattersmanitoba.ca

## Office Administrator

Food Matters Manitoba is seeking a part-time, term Office Administrator beginning as soon as possible until May 31, 2021. The Office Administrator oversees day to day administrative duties at Food Matters Manitoba and assists with outreach and communications.

### Responsibilities:

- Greet visitors, handle inquiries, answer general emails and phone calls
- Process accounts payable, accounts receivable, bank transactions, and employee payroll
- Coordinate mailings and assist in the delivery of newsletters and communications materials
- Accept charitable donations, process receipts and prepare thank you notes
- Prepare materials for staff and board meetings
- Inventory and order office supplies, and assist with procuring program supplies as needed
- Maintain office systems for reception, accounting, human resources and payroll, internal and external communications, philanthropy, and office maintenance.
- Provide support for select Food Matters Manitoba and community events
- Maintain records in accordance with Food Matters Manitoba policies and procedures
- Assist with other work-related tasks as assigned

### About You:

- Personable, respectful, team player with a passion for food security in Manitoba
- Minimum 2 years' experience as an office administrator in a small firm or non-profit organization
- Familiarity with accounting, payroll, charitable giving, and customer relationship management (CRM) processes and software
- Proficient at computer software and databases, including Microsoft Word, Excel, and Outlook
- Highly self-motivated and self-directed
- Excellent oral and written communication skills
- Excellent organizational skills

Work week: 30 hours per week

Starting wage: \$18 - \$22 / hour

An extended health and dental benefits package is available to Food Matters Manitoba employees following three (3) months' employment.



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Thank you for your interest. Please forward your resume and cover letter by email to [info@foodmattersmanitoba.ca](mailto:info@foodmattersmanitoba.ca) (Subject Line: Office Administrator) by the end of the day **August 3, 2020**.

*Food Matters Manitoba strives to be a safe and accessible workplace that celebrates diversity and represents the community in which we live and work. We encourage individuals from equity-seeking groups to apply for the position. Please note that our offices are currently located in a split level-building with no mobility lift or ramp. We can accommodate work-from-home and facilitate virtual participation.*