

Job Bulletin: Administrative Coordinator - Operations

Advertisement # 42769
Administrative Coordinator - Operations
Regular / Full-Time
Operations Unit
Closing Date: April 29, 2024
Salary Range: \$46,677.00 - \$56,002.00 per year (6XC)

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) regulates the province’s liquor, gaming, cannabis, and horse racing industries. We license liquor sales, service and manufacturing; gaming employees, products and operations; retail cannabis stores; and horse racing. We strive to serve the public interest by regulating these industries in a respectful, impartial and balanced manner.

The LGCA is seeking a highly motivated individual to work within the Operations Unit. This unit provides all of the LGCA’s client-facing services, with accountabilities for licensing and approving all regulated liquor, gaming, cannabis and horse racing activities; and ensuring compliance with legislation, regulations and terms and conditions through a combination of education and enforcement.

Qualifications:
The successful candidate must have:

- A post-secondary education (e.g., diploma or certificate) in office or business administration from a recognized administrative assistant program or a related field, and one to three years’ experience providing administrative support, preferably to senior level staff.
- Strong interpersonal and verbal communication skills to interact professionally with management and stakeholders to establish and maintain strong working relationships.
- Attention to detail, impartiality and sound judgement, with demonstrated problem-solving, decision-making and analytical skills.
- High level of accuracy and experience coordinating the flow of information, documenting and discovering gaps in procedures and communicating needed actions.
- Demonstrated political acumen and ability to effectively manage and maintain confidentiality when dealing with confidential and sensitive information.
- Strong written communication skills, proficient proofreading abilities, and the ability to summarize information and proof and format correspondence, briefs, policies, presentations and other materials.
- Excellent time management skills with the ability to prioritize workloads and effectively manage tight deadlines.
- Strong organizational skills with the ability to create, manage and maintain systems to file, track and archive documentation.
- The ability to interpret and apply policies, legislation and regulatory standards and requirements.
- Demonstrated ability to work independently and in a team environment.
- Experience with general office duties and use of office equipment including photocopier, scanner and other technology.
- Proficiency with Microsoft 365 (Word, Excel, Outlook, Teams, and SharePoint.).

The following qualifications are desired:

- Proficiency in French.
- Experience with administrative support to executive leadership.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

Duties: The Administrative Coordinator - Operations provides confidential support and clerical activities to the Director of Operations and maintains procedures that optimize the administrative processes for the Operations Unit. The role prepares, reviews and monitors a broad range of documents and communications from internal and external stakeholders and acts as the primary

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contact for administrative matters that are sensitive and confidential. The Administrative Coordinator - Operations reports to the Director of Operations.

Additional Information:

- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection test.
- Must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- A positive attendance record will be a consideration in the screening process.
- Satisfactory work performance in the preceding 12 months is required.
- A satisfactory Criminal Records Check verified by fingerprints must be produced and maintained.

The LGCA has a comprehensive compensation and benefits package that includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity leave top-up plan, family related leave and a defined benefit pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). Training, educational support and career development opportunities are also available.

Apply to:

Advertisement #42769
Liquor, Gaming and Cannabis Authority of Manitoba
Human Resources
1055 Milt Stegall Drive
Winnipeg MB R3G 0Z6
Fax: 204-927-5384
Email: resumes@LGCAMB.ca

Please quote your name and the advertisement number in the subject line of your email.

Please submit your cover letter, resumé and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox, or any cloud-based storage systems as a substitute for PDF documents.

Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided considers the applicant's individual accessibility needs.

Employment equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities, and persons with disabilities.

We thank all who apply. Only those selected for further consideration will be contacted.

Visit LGCAMB.ca to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.

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