

Job Bulletin: Bilingual Receptionist Clerk

Advertisement # 41698
Bilingual Receptionist Clerk
Regular / Full-Time
Commercial Licensing Department, Operations Unit

Closing Date: September 25, 2023
Salary Range: \$42,403 - \$50,895 per annum (6XB)

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 Commercial Licensing Department, which is part of the Operations Unit. The Commercial Licensing Department provides licensing services for a variety of LGCA stakeholders and diverse clientele, including: retail liquor and liquor service licensees; liquor manufacturers; retail cannabis and cannabis distributor licensees; delivery licensees; gaming employees; gaming operators; video lottery terminal site holders; lottery ticket retailers; and gaming suppliers.

This is a Designated Bilingual position. The successful candidate must be able to communicate in both official languages (French and English).

Qualifications:

The successful candidate must have:

- A high school or general education diploma, and at least one to three years of experience in an administrative or clerical role, preferably in the public sector. A combination of education and experience may be considered.
- Excellent oral communication and interpersonal skills to effectively communicate with staff, clients and stakeholders; as well as experience using a switchboard and/ or telephone to direct calls.
- Excellent written communication skills to effectively convey information and requirements to applicants, prepare correspondence, and prepare application and information packages.
- Demonstrated political acumen and respect for others to handle sensitive and confidential matters.
- Knowledge and experience interpreting and applying policies, legislation and regulatory standards and requirements.
- Experience reviewing and processing applications.
- Proficient keyboarding and data entry skills with a high level of accuracy and attention to detail to manage and maintain files and electronic records.
- Strong organizational and time management skills with the ability to plan, balance and manage multiple work demands and deadlines.
- Demonstrated ability to work independently and in a team environment.
- Proficiency with Microsoft 365 and specialized databases [e.g., the Regulatory Management System (RMS)].
- Proficiency in French.

The following qualifications are desired:

- Knowledge of The Liquor, Gaming and Cannabis Control Act and Regulations.
- Experience processing fee payments.

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

Duties:

This position provides reception and clerical services to the organization. This includes responding to and redirecting calls, faxes and emails; as well as assisting the general public. This position also completes administrative tasks associated with the review and processing of non-contentious applications, licensee requests, and fee payments. The position is responsible for data entry and record maintenance; and for providing information and correspondence regarding licensing matters.

This document is available in alternate formats, upon request.



Additional Information:

- Applicants will be required to participate in a French language assessment test.
- 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 is a condition of employment.
- Extensive use of a computer (approx. 80%) and may sit for extended periods of time.
- Prolonged visual concentration is required when reviewing applications and documents.
- Occasional lifting of objects (archive/supply boxes) weighing 7 to 10 kilograms.

The LGCA has a comprehensive compensation and benefits package which 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). The LGCA also has ergonomic workstations and free parking. Training, educational support and career development opportunities are also available.

Apply to:

Advertisement Number: 41698
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, resume 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 replacement for PDF documents.

Accessibility

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

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

We thank all who apply and advise that 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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