

## Administrative Assistant

**Location:** Corporate Head Office (On-site), 440 Dovercourt Drive, Unit #2, Winnipeg, MB

**Reports To:** Director, Governance and Operations

**Direct Reports:** None

**Type:** Full-Time (35 hours per week, Monday to Friday, 7 hours per day), one-year term position

*Do you enjoy creating a welcoming, well-organized workplace where people feel supported?*

### POSITION OVERVIEW

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The Administrative Assistant provides administrative support to the Head Office Team and ensures the smooth, professional, and efficient operation of the office. This role requires strong organizational skills, the ability to work independently with minimal supervision, manage time effectively, and make sound decisions. The Administrative Assistant is often the first point of contact for visitors and contributes to a positive, welcoming office environment.

### KEY RESPONSIBILITIES

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- Serve as the primary point of contact for donor, deliveries, or visitor inquiries by phone, email, and walk-in.
- Welcome guests, provide hospitality, and notify relevant staff.
- Coordinate with other administrative staff to ensure consistent front desk coverage Monday-Friday during regular office hours.
- Receive, sort, and distribute mail, faxes, and general inbox emails; prepare outgoing courier packages.
- Maintain organized physical and electronic filing systems, ensuring documents are accurately named, stored, tracked, and easily retrievable
- Maintain orderly and professional shared spaces, including meeting rooms, photocopy rooms, and common areas.
- Monitor and maintain office supplies and equipment, notifying the appropriate manager when restocking or repair is required.
- Perform light daily tidying duties (e.g., dishwasher management, refilling water dispensers).
- Support coordination and delivery of in-person staff events and meetings.



- Complete general administrative tasks including photocopying, scanning, organizing documents, and locating archived files.
- Assist with creating and updating administrative procedures, checklists, forms, and internal documents.

## QUALIFICATIONS

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### Experience, Qualifications & Expertise

- Previous experience as an Administrative Assistant or relevant role is required
- Intermediate working experience with Office 365 for Business suite (Word, Excel, PowerPoint, Outlook, and SharePoint)
- Familiar and experienced with various office workflow systems
- Experience working with customer relationship management systems

## SKILLS & ATTRIBUTES

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- Strong organizational skills with the ability to manage physical and electronic files.
- Professional communication skills, both in person and through phone and email.
- Able to handle multiple priorities and adapt to changing needs throughout the day.
- Comfortable with routine administrative tasks (filing, copying, scanning, mail handling, room prep).
- Proficient with Office 365 and able to learn new systems quickly.
- Reliable, professional, and able to use sound judgment and maintain confidentiality.
- Works well independently and as part of a team, with a helpful and flexible attitude.

## WHAT TO EXPECT AND NEXT STEPS

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### What We Offer

Working at Abundance Canada means committing to the mission and values of the charitable sector, including transparency, accountability, and service excellence. You will be joining a close-knit team that combines their passion for community, their skills and expertise to advance strategic gift planning in Canada to impact communities around the world.



## Position Requirements

- Office-based role, with regular exposure to a computer screen
- Some lifting required (postal deliveries)

## Our Recruitment Process

Qualified applicants should submit their resume and cover letter, including salary expectations, to Courtney Feldman, Director, Capacity Building & Strategy at [cfeldman@abundance.ca](mailto:cfeldman@abundance.ca).

Applications will be reviewed as they are received. All inquiries and applications will be held in strict confidence.

We are committed to a fair, transparent, and accessible hiring experience. Here's what you can expect:

1. **Application Review** – Our team will carefully review all applications against the posted qualifications.
2. **Initial Call** – Shortlisted candidates will be invited to a brief phone call to confirm qualifications noted in application.
3. **Interview and Skills Assessment** – Shortlisted candidates will be invited to an in-person interview to discuss technical skills and experience and complete a brief skills assessment.
4. **Decision & Feedback** – We aim to provide updates at each stage.

Accommodations are available on request for candidates taking part in all stages of the selection process. If you require any accommodations, please contact Courtney Feldman, Director, Capacity Building & Strategy at [cfeldman@abundance.ca](mailto:cfeldman@abundance.ca), or by phone at 204-488-1985.

We thank all applicants for their interest. Only candidates selected for an initial call and future interviews will be contacted.

## ABOUT ABUNDANCE CANADA

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At Abundance Canada, we believe that generosity changes everything<sup>®</sup>. It is transformational for both donor and recipient. We have been supporting donor advised funds for over 50 years, making us a leading authority in the Canadian gift planning sector. Beyond our financial acuity, we are pioneers in ethical and responsible investing, ensuring that our investment policies embrace social responsibility.

We are in an exciting period of our history as we reimagine what it looks like to support community impact in Canada. Join our quickly growing team and help us achieve a future defined by sustainable, world-changing generosity.



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