

## **MANITOBA LAW REFORM COMMISSION ADMINISTRATOR POSITION**

The Manitoba Law Reform Commission is an independent law reform agency created in 1970 by *The Law Reform Commission Act*. Its role is to improve, modernize and reform the law and administration of justice in Manitoba. The Commission carries out research and consultation and makes formal recommendations for law reform to the Minister of Justice and Attorney General.

The Commission is currently recruiting a part time office administrator to join our staff.

### **RESPONSIBILITIES:**

- Maintaining the finances of the Manitoba Law Reform Commission, including payment of invoices, preparing month-end reports and reconciliation, assisting with the preparation of budgets, financial statements and annual reports;
- Communicating with vendors and service providers;
- Preparing correspondence;
- Proofreading and formatting reports;
- Receiving and responding to telephone calls and emails including enquiries from members of public; and
- Taking minutes at Commission meetings.
- Other duties include indexing records and preparing files for archiving and shredding, ordering supplies, photocopying documents as required.

**HOURS OF WORK:** Sixteen hours per week. Schedule is flexible within regular business hours.

### **QUALIFICATIONS:**

- Minimum of 2 years' experience in an administrative position.
- Good knowledge of office procedures such as maintaining filing systems, maintenance of financial records and preparation of financial reports.
- Sound knowledge and demonstrated skills with Excel spreadsheets and computer applications (e.g. MS Office).
- Excellent communication skills (both verbally and in writing).
- Strong organizational skills.
- Capacity to work independently and take initiative.
- Experience working with Government of Manitoba's internal systems an asset.

Inquiries can be made to Kristal Bayes-McDonald at: 204-945-2072 or [mail@manitobalawreform.ca](mailto:mail@manitobalawreform.ca).

**Please submit your cover letter and resume to the attention of Kristal Bayes-McDonald, Director and Legal Counsel at [mail@manitobalawreform.ca](mailto:mail@manitobalawreform.ca) by end of day March 18, 2022.**