



**MENNONITE BRETHREN COLLEGIATE INSTITUTE**

173 Talbot Avenue  
Winnipeg, Manitoba  
Canada R2L 0P6

P 204.667.8210  
F 204.661.5091  
E info@mbci.mb.ca

## **Administrative Assistant – Full Time Start Date – May 1**

Mennonite Brethren Collegiate Institute (MBCI) has an opportunity for a qualified person to take on the role of administrative assistant. MBCI is a Christ-centered middle and secondary school equipping students to learn, love, and to engage with the world.

### **Applicants for this position should:**

- Be committed to Christian Education rooted in Anabaptist teachings
- Be passionate and committed to creating a culture that reflects the values of the school
- Value collaboration with staff and demonstrate skill in the area of office operations
- Have excellent communication skills
- Have excellent organizational skills and the ability to manage multiple administrative tasks at the same time
- Respect confidentiality of materials
- Be able to work effectively in a busy environment
- Demonstrate attention to detail
- Possess excellent relational abilities with families, students and visitors

### **Duties and Responsibilities:**

- Assist Director of Operations and Accounting Assistant in the areas of:
  - HR functions
  - Payroll preparation
  - Rentals program
  - Transportation program
  - Bursary Program
  - Donations
- Make bank deposits
- Manage/Reconcile Petty Cash
- Manage student fundraising
- Other duties as assigned including reception

### **Qualifications:**

- A Christ follower with active membership in a Christian church
- Affirmation of the MB Confession of Faith
- Proficiency in Microsoft Office. Experience with accounting software an asset

- Education or experience in office/business/education administration

### **How to Apply**

**Please forward the following documents via email to Jennifer Rogalsky at [jrogalsky@mbsci.mb.ca](mailto:jrogalsky@mbsci.mb.ca) by April 15.**

- Resume
- Statement of faith (one page)