

Job Title: Office Administrator (4-6 Month Term with potential for extension)

Location: Red River Basin Commission Winnipeg, MB Office

Start Date: May 20, 2025 (negotiable)

Hourly Wage: Negotiable based on education and experience.

Work Hours: The Office Administrator will work 40 hours per week. Normal working hours are Monday-Friday 8:30-4:30pm. However, some weekends and evenings may be required.

Send cover letter and resume to: info@redriverbasincommission.org

Responsibilities/Duties

- Handle incoming and outgoing correspondence, including emails, phone calls, and mail.
- Maintain accurate records, filing systems, and databases for easy access and compliance.
- Handle bookkeeping tasks, including invoicing, expense tracking, and reconciliation using QuickBooks.
- Maintain and update the company website and social media.
- Assist with troubleshooting minor IT issues and liaising with technical support when needed.
- Assisting and supporting the North Basin Manager and Project Manager in their daily duties as well as event and project support.

Qualifications

- Graduate of a degree, diploma or certificate program in business administration, education, communications or equivalent relevant skills or experience.
- Proficient use of Microsoft Office Suite, Gmail, Google Drive, accounting software and social media.
- Experience in web site development and maintenance is an asset.
- Experience using Wix and Quickbooks is an asset.
- Strong written and verbal communication skills.
- Strong organizational and multitasking abilities, with a proactive approach to problem-solving.

- Excellent interpersonal skills, with the ability to work effectively as part of a small team or independently.

The Red River Basin is a special place and keeping it that way requires that people share the responsibility for its future. The RRBC brings people together to move common Basin goals forward.

The RRBC is a charitable, not-for-profit organization designed to help facilitate a cooperative approach to water management within the Basin and is a well-established forum for identifying, developing, and implementing solutions to crossboundary issues.

The RRBC is led by 44 directors representing the diversity of this multi-jurisdictional Basin and is comprised of local, state, provincial, and First Nation government representation, the environmental community, and at-large members. It maintains offices in Fargo, ND and Winnipeg, MB and is dedicated to innovation in the management of the Red River Basin's water resources.

To learn more about our organization, visit our websites www.redriverbasincommission.org and www.savenetleymarsh.com.