

Wiitahnookiinitaw Tahshkayzing Entrepreneurship Centre (WTEC)

Job Posting: Office and Administrative Assistant

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Location: 191 Broadway, Winnipeg, MB

Position Type: Full-Time

About WTEC

The Wiitahnookiinitaw Tahshkayzing Entrepreneurship Centre (WTEC) is an Indigenous-led initiative supporting entrepreneurship, innovation, and community-driven economic growth within Treaty One Nations and beyond. WTEC provides business development programs, mentorship, and collaborative space for aspiring and established entrepreneurs to thrive.

The Opportunity

WTEC is seeking a professional and organized Office and Administrative Assistant to support daily operations and help maintain strong communication between staff, entrepreneurs, and mentors. This role is essential in ensuring the office operates efficiently and provides a welcoming environment for visitors.

Key Responsibilities

- Schedule meetings and coordinate calendars
 - Maintain communication with entrepreneurs, mentors, and community partners
 - Assist with internal and external communications
 - Maintain organized records, files, and administrative documentation
 - Greet visitors and provide professional front-line support
 - Assist with office organization and day-to-day administrative tasks
 - Support staff with meeting preparation and coordination
 - Help ensure a positive and welcoming office environment
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Qualifications

- Bachelor’s degree in business administration, Economic Development, Public Administration, Indigenous Studies, Community Development, or a related field
- Strong organizational and administrative skills
- Excellent communication and interpersonal abilities
- Experience with Microsoft Office and general office software
- Ability to manage multiple tasks and deadlines
- Professional and friendly customer service skills
- Ability to work independently and collaboratively
- Previous administrative or office experience is considered an asset
- Interest in supporting Indigenous entrepreneurship and community initiatives is an asset

Working Conditions and Compensation

- Office-based at 191 Broadway, Winnipeg.
- Occasional evening or weekend work for events or community programming.
- Competitive salary commensurate with experience.
- Comprehensive benefits package and pension plan after probationary period.

How to Apply

Please submit your résumé and cover letter to admin@wtecentre.ca with the subject line “Office and Administrative Assistant – WTEC”

Applications will be accepted until June 5th or until the position is filled.