

OPERATIONS ASSISTANT

This is your opportunity to join a growing organization that is purpose driven with the mission to help manufacturers grow. Join our diverse team as we deliver programs and services to support manufacturers across the province. CME provides a flexible work environment with a competitive compensation package including health, dental and pension benefits.

About Us:

At CME, our mission is to help manufacturers grow. We strive to ensure that the needs of manufacturers are addressed through a range of resources. We do everything we can to strengthen Manitoba's manufacturing and exporting community, because we are in this together. We enjoy making connections and working collaboratively within the community.

Job Features:

The Operations assistant is responsible to support all operations related to CME programs. This role will interact with external key stakeholders, members, and the internal team. The primary responsibility is to support the effective, efficient operations of the organization. A collaborative and organized approach is necessary.

Key Responsibilities:

- Collect information and data via reports to be submitted to key program stakeholders (government, members, director) based on meeting reporting requirements.
- Support the maintenance & updating of the program database, training materials and records.
- Assist in the development and sustainment of a manufacturing operational practices tools and resource repository for access by Manitoba manufacturers.
- Work closely with Finance team to ensure information is shared in a timely fashion for all teams to meet funding deadlines for cashflow and other financials.
- Process accounts payable and expenses as assigned.
- Work collaboratively with the team to ensure supplies are available when needed.
- Aid the implementation of new program software.
- Data entry and analysis for member engagement.
- Support meeting and events as assigned.
- Provide general reception support.

- Promote all CME programs, services and events to members and potential members.
- Actively participate in continuous improvement initiatives within CME.
- Other duties as assigned.

Qualifications:

- 3+ years related administrative and customer service experience
- Advanced working knowledge of MS Office applications
- Solid communication skills, both verbal and written
- Demonstrates strong problem-solving skills and good judgment
- Demonstrates both tact and discretion
- Ability to multi-task effectively
- Strong attention to detail
- Strong organizational skills and the ability to be flexible through changing priorities
- Ability to work in a fast-paced environment
- Valid Driver's License and access to a vehicle required
- Basic Accounting is an asset

Location:

Our team is located at 200-1479 Buffalo Place, Winnipeg, MB

This position is critical to the day-to-day operations of the organization and will require in-office work with some flexibility to work from home on occasion.

Ready to Apply:

Email resume along with a cover letter to: Chelsea.Perrault@cme-mec.ca by **Thursday, January 5th**.

The selection team will contact selected candidates by **Wednesday, January 11th** to arrange a time to meet and discuss the role.