



**CHURCHILL WILD**  
The World's Next Great Safari™

## Office & Administrative Assistant

Permanent Full-Time Position – 37.5 hours/week  
Competitive Salary based on experience  
2 weeks vacation and Comprehensive group insurance coverage.

Churchill Wild, a family-owned Manitoba company and the creator of the world's next great safari™, offers up-close and personal wildlife encounters at our fly-in lodges on the coast of the Hudson Bay, near Churchill Manitoba. Churchill Wild is looking for an outgoing, disciplined, extremely organized individual who can work well independently and in a group.

From our offices in Ile des Chenes, MB; the assistant will be responsible for the day-to-day administration related operations, organizing, filing, agenda & minutes, coordinating scheduling for executives and more.

### Responsibilities:

- Share in receptionist duties – relaying messages, filing, data entry, etc.
- Production and distribution of meeting agenda's and minutes
- General office duties, including organization of storage areas
- Assisting office executives with their day-to-day administration
- Assisting with compiling reports & gathering data
- Office supplies, merch and staff clothing inventory control

### Requirements:

Proficiency in Microsoft Office products  
Proven admin or assistant experience

### Qualifications Include:

Highschool Diploma  
Post-secondary Administration related education

To apply please send your Cover Letter and CV to [admin@churchillwild.com](mailto:admin@churchillwild.com) or fax 204-878-5099.



PH 1.204.878.5090  
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