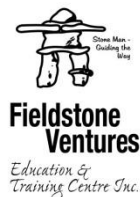


## ***EMPLOYMENT OPPORTUNITY***



Fieldstone Ventures Education & Training Centre Inc. invites qualified candidates to apply for the following Contract position:

### **Client Services Representative-Arborg**

- Working for Fieldstone Ventures Board of Directors under the supervision of the Manager, the Client Services Representative Arborg is responsible for assisting clients with job search – resumes, job applications, cover letters, internet research and other related employment assistance services
- Working 7.5 hrs weekly for the Municipality of Bifrost-Riverton and Town of Arborg

Fieldstone Ventures Education & Training Centre Inc. is a one-stop shop for Education & Training in the Northwest Interlake region of Manitoba providing services to adults including: Employment Assistance Services, Adult Learning & Literacy, Community Based Training, and Continuing Education.

The successful candidate must have:

- Administrative and good computer skills- knowledge of All Microsoft Office programs
- Strong networking and interpersonal skills
- Excellent organizational and self-directed skills

Full job description available. Position to commence immediately. Mentoring will be available prior to and during initial employment.

Apply in writing with cover letter, resume and three references to:

Hiring Committee

Fieldstone Ventures Education & Training Centre Inc.

Box 1600

Ashern, MB R0C 0E0

[bergnej@lakeshoresd.mb.ca](mailto:bergnej@lakeshoresd.mb.ca)

[www.fieldstoneventures.ca](http://www.fieldstoneventures.ca)

Deadline for application: Open pending staff hiring

We thank all applicants for their interest however only those selected for an interview will be contacted. The successful applicant must complete a Criminal Record Check and Child Abuse Registry Check. Fieldstone Ventures strives towards a workforce that has fair representation of Aboriginal persons, persons with disabilities, visible minorities and women.