



Employment Opportunity for Full-time Administrative Assistant

(Winnipeg, MB)

Abundance Canada has an immediate opening for a full-time Administrative Assistant in its Winnipeg office (37.5 hours per week).

This person will be responsible for providing general administrative support for the Winnipeg office and assisting Gift Planning Consultants with client services. A flexible attitude, team-centered focus, strong organizational skills, exceptional computer skills, superb verbal and written communications skills, and professionalism are essential competencies.

Abundance Canada is a donor-advised, faith-based charitable foundation committed to helping the Christian community live generously with the financial resources God has entrusted to them. Further information can be found at www.abundance.ca.

Abundance Canada offers a competitive salary and benefits package. A complete job description is available at www.abundance.ca/careers. Applications will be reviewed upon receipt. Only those selected for an interview will be contacted. Please submit resume to:

Shelly Wilcoxson, Administrative Coordinator

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