



EMPLOYMENT OPPORTUNITY

EXTERNAL COMPETITION – FSIN & INSTITUTION EMPLOYEES

Administrative Assistant IV - Education Secretariat

This is a **term** position which provides administrative support to the Executive Director and senior management in the Education Secretariat. Responsibilities include Secretariat office management, signing authority at an approved level, assisting in budget preparation and monitoring, and managing staff attendance. This position is also responsible for maintaining filing, library systems, or information systems, (i.e. data base on personnel, library holdings, Tribal Councils or First Nations lists, etc), receiving and sorting mail, transcription, correspondence, copying, filing, collating documents, processing standard forms, and responding to routine information requests. This position requires extensive experience in MS Office (Word, Excel, Powerpoint and Outlook).

QUALIFICATIONS include a minimum 2 year certificate in office management, secretarial diploma or certificate, or equivalent education. Five years with at least two years experience at a senior administrative level. Must understand and maintain confidentiality protocols, be self motivated, with a commitment to working collaboratively in a team-based environment, strong attention to detail, good interpersonal skills and excellent writing and communication skills; strong organizational skills, with the ability to multi-task in a fast paced environment.

Applications must be received by 12:00 p.m. (noon) on June 1, 2020.

Submit resume to: Human Resources Office
Federation of Saskatchewan Indian Nations
Suite 100 – 103A Packham Avenue
Saskatoon, SK, S7N 4K4
Email: hrinfo@fsin.com