



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 2425, Fax: (306) 696 2426

JOB OPPORTUNITY ADMINISTRATIVE ASSISTANT – CHIEF & COUNCIL OFFICE

JOB SUMMARY

The Administrative Assistant reports to Director of Finance and Administration. This position is responsible for a variety of office and administration duties for the Chief and Council Office, the Administrative Assistant would answer phones and schedule meetings.

DUTIES AND RESPONSIBILITIES

- Greet people entering the office, answer questions and direct visitors to the appropriate people or services in a cheerful manner; offer assistance if necessary.
- Answer and forward telephone calls, or take messages and provide information as required.
- Accept messenger and courier deliveries of supplies
- Knowledgeable in creating reports, spreadsheet, memos and letters using word, excel
- Maintain faxes
- Operate office equipment.
- Sorting, sending and distributing mail.
- Establish work priorities and ensure proper procedures are followed.
- Handling the daily mail run into Whitewood or courier pickups in Broadview.
- MUST open office.
- Other duties as assigned.

QUALIFICATIONS

Education, Experience and Knowledge:

- Grade Twelve Diploma;
- Minimum one-year administrative experience;
- Knowledge and experience working office equipment and multi-line telephone system;
- Exceptional interpersonal and communicational skills;
- Excellent verbal and written communication skills;
- Computer skills with advanced proficiency in MS Word, Excel, Power Point;
- Professional, accessible and able to work with confidential information with discretion;
- Ability to work well independently and with a team;
- Must have a clean Criminal Record Check and prohibited drug test.

Application Deadline: July 22, 2020

Please send your resume and cover letter, with three (3) references to:

Human Resource Manager, Ochapowace Nation
debbie.pelletier@ochapowace.ca

Phone: (306) 696-3015
Fax: (306) 696-2426
P.O. Box 550, Whitewood, SK, S0G 5C0

Preference will be given to Ochapowace Nation Community Members

Only those selected for interviews will be contacted.