



# OCHAPOWACE

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

---

## **HOUSING & PUBLIC WORKS ADMINISTRATIVE ASSISTANT**

### **JOB SUMMARY**

The Housing & Public Works Administrative Assistant reports to the Housing Manager. This position is responsible for a variety of office and administration duties for membership, clients and government agencies.

### **DUTIES AND RESPONSIBILITIES**

- Answer phone;
- Schedule and confirm staff appointments, and meetings;
- Help organize and plan special events and meetings;
- Accept messenger and courier deliveries;
- Maintain files for housing, and public works;
- Order and maintain office and cleaning supplies;
- Operate office equipment;
- Sorting, sending and distributing mail;
- Proof reading material;
- Will keep a log of purchase orders;
- Assist with creating work order and entering data in the database;
- Maintain and update employee timesheets on Pay clock
- Keep front desk clean and tidy;
- Create and distribute memos to tenants and other departments as required;
- Prepare reports, letters, memos, briefing notes, correspondence or other documentation as directed by the Housing Manager;
- Record minutes for the Housing and Public Works meetings;
- Other duties as assigned.

### **QUALIFICATIONS**

#### ***Education, Experience and Knowledge:***

- Grade Twelve Diploma or equivalent;
- Related experience in administration and/or a combination of training and education is an asset;
- Knowledge of Ochapowace Nation culture and traditions;
- Knowledge and experience with MS Office (Word, Excel and Power Point);
- Knowledge and experience creating various documents.
- 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](mailto:debbie.pelletier@ochapowace.ca)

Phone: (306) 696-3015  
Fax: (306) 696-2426

Preference will be given to Ochapowace Nation Community Members

Only those selected for interviews will be contacted