



OCHAPOWACE

P.O. Box 550, Whitewood, Saskatchewan, S0G 5C0

Phone: (306) 696-2425 Fax: (306) 696-2426

FULL TIME (TERM) JOB OPPORTUNITY **Administrative Assistant – Lands & Natural Resources**

PURPOSE OF THE POSITION:

The Administrative Assistant works under the supervision of the Lands Manager/Director. This position is responsible for performing a variety of office and administrative duties to provide a courteous service to community members, visitors and staff. This position assists in the overall cleanliness and organization of the office.

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.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics using Microsoft Word, Excel or other software.
- Assist the administration staff by reading, researching, reviewing, verifying, and routing correspondence and drafting letters or documents;
- Answer and forward telephone calls; take messages and provide information as required.
- Help organize and plan special events, and meetings.
- Maintain office files.
- Operate and maintain office equipment by completing preventive maintenance requirements, and calling for repairs.
- Sorting, sending and distributing mail.
- Monitor and maintain the office supply inventory and supplies for office.
- Establish work priorities and ensure proper procedures are followed.
- Other duties as assigned.
- Abide by Ochapowace First Nation Employee Policy Manual.

SKILLS, QUALIFICATIONS AND COMPETENCIES:

- Grade twelve diploma or equivalent;
- Related experience in administration and/or a combination of training and education is an asset.
- Valid Driver's Licence and reliable form of transportation is an asset.
- Must be friendly, dependable and possess a professional demeanour.
- Must possess the ability to operate a computer and be familiar with office equipment;
- Knowledge and experience with MS Office (Word, Excel and Power Point).
- Ability to type at least 30 wpm.
- Excellent multi-tasking and decision-making skills.
- Must be well organized and able to work with minimal supervision;
- Ability to take minutes.
- Ability to communicate clearly and concisely orally, and in writing.
- Must be flexible and able to work well independently and with a team.
- Criminal Record Check (Vulnerable Sector) required, if selected.

Application Deadline: January 22, 2021

PLEASE SEND COVER LETTER, RESUME ALONG WITH THREE (3) CURRENT REFERENCES TO:

Human Resources, Ochapowace Nation

mel.bear@ochapowace.ca

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