



OCHAPOWACE

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

EDUCATION

Ochapowace Nation - Job Posting

Position: Educational Administrative Assistant

Status: Full-Time, Contract

JOB SUMMARY

This position is responsible for a variety of office and administration duties that may include: answering phones, scheduling meetings, preparing and proof-reading documents, assisting Post-Secondary Coordinator in all areas pertaining to Career Education, admin duties; answering phones for Daycare/AHS. Assist in the overall cleanliness and administration of the Education, and other offices in Education Mall building.

DUTIES AND RESPONSIBILITIES

1. Greet people entering the office, answer questions and direct visitors to the appropriate people or services in a cheerful manner; offer assistance if necessary
2. Answer and forward telephone calls, take messages and provide information as required
3. Schedule and confirm staff appointments, meetings, Book rooms and meals
4. Develop contact list for Career Fair; send out letter to participants
5. Work with Education Coordinator in developing Career options for students
6. Help organize and plan special events and meetings
7. Accept messenger and courier deliveries
8. Maintain files and inventories
9. Operate office equipment, Sorting, sending and distributing mail
10. Proof reading material, creating reports, letters, memos or other documentation
11. Booking and ensuring the van is clean and filled and returned to Administration Office
12. Establish work priorities and ensure proper procedures are followed
13. Other duties as assigned
14. Abide by Ochapowace First Nation Employee Policy Manual

QUALIFICATIONS

Education, Experience and Knowledge:

1. Complete Grade 12 plus a recognized Office Admin certificate/diploma or an equivalent combination of training and experience.
2. Minimum one-year administrative experience
3. Knowledge of Ochapowace Nation culture and traditions

4. Knowledge and experience working office equipment
5. Knowledge and experience creating various documents

Skills and Abilities:

1. Exceptional interpersonal and communicational skills
2. Excellent verbal and written communication skills
3. Computer skills with advanced proficiency in MS Word, Excel, Power Point
4. Professional, accessible and able to work with confidential information with discretion
5. Results oriented with a focus on timely service and excellence
6. Ability to establish, interpret and implement policies and procedures
7. Ability to work well independently and with a team
8. Must have a clean Criminal Record Check and prohibited drug test

Application Deadline: May 25th, 2021 @ 4:30 p.m.

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

tanya.bear@ochapowace.ca

Human Resources Manager, Ochapowace