



OCHAPOWACE

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

“to be independent, proud, prosperous, unified nation, with our own culture, values, language and land” (Ochapowace Vision Statement)

Ochapowace Nation is a progressive nation, developing the economy, enhancing youth development through education and sports, creating an environment of safety and well-being for members, establishing a professional, successful organization as an employer of choice, and creating an effective governance system.

Position Title: Executive Assistant Chief & Council Office

Unit: Administration Office

Status: 1-year term (Maternity Leave)

Salary: Commensurate with Ochapowace Nation salary grid

Posting Date: July 19,2017

Closing Date: August 4, 2017 by 3:00p.m.

Primary purpose: Ochapowace Nation is seeking an experienced, organized, reliable professional Executive Assistant to assist the Chief and Council; under the direction and supervision of the Director of Administration and Finance. As the Executive Assistant, you will maintain a high degree of confidentiality and accountability and serve as the contact for the Chief and Council.

Job Summary: He/She will be responsible for coordinating administrative procedures for the Chief and Council such as minute taking, compose/proofread/edit/record BCR's and correspondence for approval, research and gather background information in advance for preparation of Chief and Council meetings. You will also be administering office management duties including supervision responsibilities for the Chief and Council office such as maintaining a filing system, processing invoices and cheque requisitions and plan/organize office. You will manage the Chief and Council's calendar, schedule activities, meetings and coordinate travel, as well as maintain/provide administrative policies and procedures. He/she will be responsible for having strong efficiency with computers and office software applications, knowledge of First Nations Governance structure and protocols, ability to independently, prioritize and complete multiple tasks while dealing with frequent interruptions and tight deadlines, communicate effectively, orally and in writing, possess sound judgement, handling sensitive and confidential information, and abide by Ochapowace Nation Employee Policy Manual.

Education and experience: Preference will be given to candidate with 1-year experience in related field, and/or business administration certificate.

Knowledge, skills and abilities: Must be friendly, dependable and possess a professional demeanor, excellent knowledge and experience with MS Office (Word, Excel and Power Point), great multi-tasking and decision making skills, ability to communicate clearly and concisely orally, and in writing., must be flexible and able to work well independently and/or with a team, knowledgeable about Ochapowace Nation, and culture and traditions, Criminal Record Check and Prohibited drug test required if selected. Must provide a cover letter and three (3) current written references.

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

Jackie Maxie, Human Resource Manager

Email: jacqueline.maxie@ochapowace.ca