



JOB OPPORTUNITY

OCHAPOWACE NATION, 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, located in southeastern Saskatchewan, is a progressive nation, focusing on youth development, excellent sports programming, quality education system, community safety and well-being-being, organizational success and professionalism, economic and business success, and proficient governance system. We are seeking an energetic and passionate individual to join our team as the Administrative Assistant for the Health Services Office.

Position Title: Health Administrative Assistant

Unit: Health Services Office

Status: Full-Time - Permanent

Posting Date: April 5, 2018

Closing Date: April 19, 2018 at 4:30 p.m.

Job Summary: The Administrative Assistant reports to the health service manager. This position is responsible for providing administrative support to the health services team to ensure efficient operation of the office. This position is to assist in the cleanliness of the reception desk and to assist in directing the clients to the appropriate area as required. The administrative assistant will be required to prepare reports and spreadsheets, documents for internal and external purposes.

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, schedule and confirm staff appointments, and meetings, help organize and plan special events and meetings, produce and distribute correspondence memos, letters, faxes and forms, develop and maintain a filing system, order office supplies, assist creating reports, letters, memos or other documentation, establish work priorities and ensure proper procedures are followed.

Education and experience: Preference will be given to candidates with Grade Twelve diploma and/or Administration Assistant experience and with a minimum 2 years' experience in related field.

Knowledge, skills and abilities: Must be friendly, dependable and trustworthy, possess a professional demeanor, ability to interpret and implement the organizations policies and procedures, Excellent multi-tasking and decision making skills, Liaise with the community, knowledge of office management systems and procedures, excellent time management skills, flexible schedule, excellent written and verbal communication skills, proficiency in MS Office, must have a valid driver's license and reliable transportation, Abide by the Ochapowace Nation Employee Policy Manual.

A Criminal Record Check (Vulnerable Sector) is required with application; Prohibited drug test is required, if successful candidate.

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

Michelle Delorme, Human Resource Assistant

Email: michelle.delorme@ochapowace.ca

Phone: (306) 696-2425

Fax: (306) 696-2426

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

~Only selected applicants will be called for interview~