



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: Housing Assistant/Receptionist
Unit: Housing & Public Works Office

Status: Full-Time
Duration: Nine (9) Month Term

Posting Date: April 5, 2018
Closing Date: April 19, 2018 4:30 p.m.

Primary purpose: The Housing Assistant/Receptionist provides administrative services for the Housing & Public Works Manager.

Job Summary: The Housing Assistant/Receptionist works under the direction and supervision of the Housing & Public Works Manager and performs the following duties (but not limited to): answer and forward calls, assisting with scheduling meetings, preparing and proof reading documents reports, briefing notes and correspondence, assisting clients and staff, organizational support, maintaining files, record keeping and general knowledge of various computer programs, maintaining cleanliness in the office area.

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

Knowledge, skills and abilities: knowledge: Microsoft Office applications; skills: creative thinking, problem solving, planning and analytical skills, good decision-making skills, interpersonal and communication skills both written and verbal; ability: to work within a team, proven ability to work on multiple projects with competing demands to meet deadlines.

A current Criminal Record Check and Prohibited drug test is preferred at the time of the interview and/or will be required if you are successful applicant.

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

~Only those selected for interviews will be contacted~