



# OCHAPOWACE

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

### Ochapowace Nation – Job Posting

**Position:** **ADMINISTRATIVE ASSISTANT – Education Mall**

**Status:** **Full-Time / TERM**

#### **JOB SUMMARY:**

The Administrative Assistant is under the supervision of the Director of Education. 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, direct visitors to destination, offer services in a cheerful manner.
- Answer and forward telephone calls; take messages and provide information as required.
- Help organize and plan special events, and meetings.
- Administrative office duties for all areas – LFD, Post Sec., Adult Ed., 2<sup>nd</sup> Level Services, Daycare and Headstart
- Monitor and maintain the office supply inventory and supplies for office.
- Establish work priorities and ensure proper procedures are followed.
- Work collaboratively with Coordinators and Director on specific administrative tasks

#### **SKILLS, QUALIFICATIONS AND COMPETENCIES:**

- Grade twelve diploma or equivalent, an Office Administration Certificate would be an asset.
- Related experience in administration and/or a combination of training would be an asset.
- Must be friendly, dependable and possess a professional demeanor.
- Knowledge of computers and software.
- Excellent multi-tasking and decision-making skills.
- Well organized and minimal supervision.
- Ability to communicate clearly and concisely orally, and in writing.
- Valid Driver's License /reliable vehicle, CPIC/Vulnerable Sector Check.
- Must be able to work independently and/or with a team.

**Selection Process:** *Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.*

**Application Deadline:** **September 22, 2023 @ 4:30 p.m.**

**Please send your cover letter, resume with 3 references to:**  
**hr@ochapowace.ca**