



OCHAPOWACE

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

Administration & Finance

Ochapowace Nation – Job Posting

Position: ADMINISTRATIVE ASSISTANT (Chief & Council)

Status: Permanent / Full-Time

JOB SUMMARY:

The Administrative Assistant reports to the Director of Administration and Finance. This position is responsible for a variety of office and administration duties for the Chief and Council. The administrative assistant would answer phones, schedule meetings, preparing and proof-reading documents, assisting clients and staff and creating computer documents. Assist in the overall cleanliness of the office and contribute to team work in decorating the front during holidays.

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, or take messages and provide information as required,
- Keeping track of office employees incoming and outgoing,
- Help organize and plan special events and meetings,
- Accept messenger and courier deliveries of supplies,
- Knowledgeable in creating reports, spreadsheet, memos and letters using word, excel,
- Maintain files and faxes, Operate office equipment,
- Sorting, sending and distributing mail,
- Establish work priorities and ensure proper procedures are followed,
- Handling the daily mail run into Whitewood or courier pickups in Broadview,
- Other duties as assigned
- Abide by Ochapowace Nation Employee Policy Manual

SKILLS, QUALIFICATIONS AND COMPETENCIES

- Grade 12 Diploma or minimum of at least one (1) year of administrative experience.
- Be punctual, reliable, well organized and ensure that confidential matters remain confidential.
- Be familiar with Computers and Software, such as word processing, spreadsheet, and data bases
- Must possess excellent communication skills both oral and written in order to effectively.
- Must be well organized and able to work with minimum supervision.
- Have a valid driver's license and reliable vehicle.
- Require a criminal record check (CPIC) and drug screen test, if selected for position.

Selection Process: Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume

Application Deadline: March 21, 2023

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

hr@ochapowace.ca