



JOB OPPORTUNITY

Box 550 Whitewood, SK S0G 5C0 (phone) 306.696.2425 (fax) 306.696.2426

Administration

Ochapowace Nation – Job Posting

Position: **EXECUTIVE ASSISTANT**

Status: **Full-Time / Term**

Job Summary: Ochapowace Nation is seeking an experienced, organized, reliable professional Executive Assistant to assist the Executive Director of Operations within the Administrative Department, As the Executive Assistant, you will maintain a high degree of confidentiality and accountability. Reporting to the Executive Director of Operations.

Duties and Responsibilities

- Provide quality and timely administrative support to EDO.
- Develop and maintain a good knowledge of EDO's role and policies.
- Coordinate and support the EDO's scheduling, setting up meetings, and ongoing work, including administrative support as required..
- Maintain appropriate records, coordination of an effective calendar, assist with office administration, such as files, computer, and precedent systems.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive, and respectful manner.
- Manage information flow in a timely and accurate manner.
- Minute Taking during meetings.
- Attend community events and contribute to Ochapowace Nation's mandate of being a ***Unified, Proud, and Prosperous Nation.***

Education and Experience:

- Grade 12 or an Office Education Certificate or relevant years of experience
- Strong organizations skills and time management
- Ability to work in high pressure situations with consistent deadlines.
- High morale for confidentiality
- Good oral and written communication skills
- Excellent interpersonal skills
- Valid Driver's License /reliable vehicle,
- Must be flexible and able to work well with a team.

A Criminal Record Check (Vulnerable Sector) and a clear drug screen is required for this position.

Selection Process: *Preference will be given to Ochapowace Nation members. Only those selected for an interview will be contacted.*

Application Deadline: December 12, 2024 @ 4:30 p.m.

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

[**HR@ochapowace.ca**](mailto:HR@ochapowace.ca)