



# JOB OPPORTUNITY

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“We are a unified, proud and prosperous sovereign nation.”

## HEALTH DEPARTMENT Ochapowace Nation – Job Posting

Position:	<b>ADMINISTRATIVE ASSISTANT</b>
Status:	Full-Time / Permanent
Posting Date:	February 5, 2024
Closing Date:	February 16, 2024

### **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.

### **Duties and Responsibilities:**

- Greet people and assist visitors in a cheerful manner.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Keeping track of office employees incoming and outgoing,
- Help organize and plan special events and meetings,
- Knowledgeable in creating reports, spreadsheet, memos, and letters using word, excel,
- Maintain and operate office equipment.
- Other duties as assigned.

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

- Grade 12 Diploma or minimum of at least one (1) year of administrative experience.
- Be punctual, reliable, well organized, and able to work with minimum supervision.
- Ensure that confidential matters remain confidential.
- Knowledge of office management systems and procedures,
- Proficient in MS Office, Computers and Software,
- Excellent written and verbal communication skills
- Must be able to focus and know how to prioritize your workflow.
- Excellent multi-tasking and decision making skills
- An acceptable criminal record check (CPIC) and drug screen test.

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

Please email your resume and cover letter, with three (3) references to or your written documents may be dropped off at the Human Resource Office:

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