



JOB OPPORTUNITY

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Administration And Finance

Ochapowace Nation – Job Posting

Position: ADMINISTRATIVE ASSISTANT/MEMBERSHIP CLERK

Status: Permanent / Part-Time

JOB SUMMARY:

The Administrative Assistant/Membership Clerk reports to the Director of Administration. They must be reliable and should accurately follow instructions with the ability to multitask in a fast-paced environment. To ensure success, the Administrative Assistant/Membership Clerk should display remarkable conflict management and organizational skills with a solid understanding of the Membership Code.

DUTIES AND RESPONSIBILITIES

- Greeting people entering the office, answering questions and directing visitors to the appropriate people or services in a cheerful manner.
- Provide administrative and clerical support,
- Process applications and ensuring all applications are in compliance with Ochapowace First Nation Membership Code.
- Maintain a general filing system in chronological and alphabetical order.
- Ensure that the privacy of the potential and existing Band Membership is maintained according to the 'Privacy Act of Canada'
- Maintain and update the protected Band Membership list of addresses Database for internal and external use.
- Prioritizing and planning work activities as to use time efficiently while managing a high volume, diverse workload.
- Other duties as assigned.

SKILLS, QUALIFICATIONS AND COMPETENCIES

- Must possess a Grade 12 or equivalent with at least one (1) year of clerical support experience.
- Be punctual, reliable, well organized and ensure that confidential matters remain confidential.
- Be familiar with word processing, spreadsheet, and database software.
- Must possess excellent communication skills both oral and written.
- Must be well organized and able to work with minimum supervision.
- Must be able to understand the Membership Code and Election Act.
- Submit a current up-to-date criminal record check (CPIC) and drug screen test

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

hr@ochapowace.ca