



JOB OPPORTUNITY

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

INFRASTRUCTURE & HOUSING

Ochapowace Nation – Job Posting

Position: Administrative Assistant

Status: PERMANENT/FULL-TIME

JOB SUMMARY

The Administrative Assistant is responsible for a variety of clerical and administrative duties for the Infrastructure and Housing office. This includes aiding staff and clients in a friendly manner and assisting with the overall cleanliness and administration of the Housing and Infrastructure building. The Administrative Assistant reports to the Housing Manager.

DUTIES AND RESPONSIBILITIES

- Greet people entering the office, answering questions and directing visitors to the appropriate person or place in a cheerful manner.
- Provide a wide array of administrative and clerical support.
- Prepare reports, letters, memos, briefing notes and correspondence or other documentation as directed by the Housing Manager.
- Maintain chronological and alphabetical filing and inventory systems for Infrastructure and Housing.
- Establish work priorities and ensure proper procedures are followed, effectively and while managing a high volume, diverse workload.
- Help plan and organize special events and meetings
- Record minutes for Housing and Infrastructure meetings.
- Other duties as assigned.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES

- Knowledge of Ochapowace Nation culture and tradition.
- Knowledge and experience with MS Office (Word, Excel and PowerPoint)
- Knowledge and experience creating various documents

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

- Grade twelve diploma or equivalent
- Related experience in administration and /or a combination of training and education are an asset.
- Criminal Record check is required with application
- Prohibited drug test is required of the successful candidate

Selection Process: Candidates will be selected for this position based on their skill, ability, experience and qualifications as identified in the resume. Preference will be given to Ochapowace Nation Members.

Application Deadline: THURSDAY JULY 17TH, 2025 @ 4:30 p.m.

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

hr@ochapowace.ca