



JOB OPPORTUNITY



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ADMINISTRATIVE ASSISTANT

Ochapowace Nation – Job Posting

Selection Process: 26-07-Admin Assistant (Various Departments)

Position: ADMINISTRATIVE ASSISTANT (VARIOUS DEPARTMENTS/TENURES)

Status: This competition will establish a list of successful candidates to fill Permanent, term, Full-Time, Part-Time Administrative Assistant opportunities in various Departments.

JOB SUMMARY

The Administrative Support position provides essential coordination and clerical assistance to ensure the smooth and efficient operation of the office. This role supports staff, community members, and management through respectful communication, organized recordkeeping, and professional administrative services. Guided by nehiyaw values, the Administrative Support person helps create a welcoming and culturally grounded environment where every interaction reflects care, respect, and community spirit.

DUTIES AND RESPONSIBILITIES

- Provide day-to-day administrative support ensuring the smooth operation of the department.
- Manage calendars, schedule meetings, coordinate travel arrangements, and prepare correspondence.
- Draft, format, and distribute departmental documents including letters, memos, reports, and presentations.
- Record meeting minutes, monitor action items, and ensure timely follow-up.
- Prepare and process purchase orders, cheque requisitions, and supply orders in accordance with Nation policies.
- Track departmental expenditures and assist with financial reporting, ensuring accurate documentation for budgets and audits.
- Assist with contracts, invoices, vendor correspondence, and monitoring of service agreements.
- Maintain an updated inventory of departmental supplies, materials, and equipment, and coordinate replenishment as needed.
- Maintain paper and electronic filing systems in accordance with Nation policies.
- Protect all confidential and sensitive information with integrity, respect, and accountability, in keeping with nehiyaw teachings and Ochapowace Nation policies.

SKILLS, QUALIFICATIONS AND COMPETENCIES

- Grade 12 diploma or equivalent. Preference will be given to candidates with a certificate or diploma in Office Administration, Business Administration, or related field, or equivalent training and experience.
- Minimum one (1) year of administrative support experience.
- Experience working in a First Nation or Indigenous organization is a strong asset.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- A professional and culturally respectful approach to create and maintain positive relationships; is resilient, empathetic and kind.
- Consistently dependable and reliable, works collaboratively, respectfully in kinship with the team members and other departments to support seamless service delivery.
- Attention to detail and accuracy in documentation, records management, and financial tracking.
- Strong organizational and communication skills.

CONDITIONS OF EMPLOYMENT

- Current Valid Driver's License and reliable form of transportation would be an asset
- Current Criminal Record Check with Vulnerable Sector Search.
- Adherence to all kakisiwew-ochapowace HR policies, Code of Conduct and Confidentiality Agreement.
- Must successfully complete drug and alcohol testing prior to employment and comply with kakisiwew-ochapowace substance use policies.

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

Application Deadline: 4:30pm Thursday August 6th, 2026

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

HR.staffing@ochapowace.ca