



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 2425, Fax: (306) 696 2426

Lands & Natural Resources Ochapowace Nation – Job Posting

Position: **ADMINISTRATIVE ASSISTANT**

Status: Permanent / Full-Time

JOB SUMMARY:

The Administrative Assistant reports to the Director of Lands & Natural Resources. This position is responsible for a variety of office and administration duties for the Lands & Pasture department. The administrative assistant would answer phones, schedule meetings, preparing and proof-reading documents, assisting clients and staff, and creating computer documents. Assist in the overall cleanliness of the office and contribute to teamwork in decorating the front during holidays.

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. Taking inventory
- Maintaining a filing system
- Providing minute taking for meetings
- Abide by Ochapowace Nation Employee Policy Manual
- 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 ensure that confidential matters remain confidential.
- Be familiar with Computers and Software, such as word processing, spreadsheet, and databases.
- Must possess excellent communication skills, both oral and written, in order to effectively communicate.
- Must be well organized and able to work with minimum supervision.
- Have a valid driver's license and reliable vehicle.
- Require a criminal record check (CPIC) and drug screen test.

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 citizens.

Application Deadline: March 7, 2025

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

hr@ochapowace.ca