



Animakee Wa Zhing #37

Forever the Sun Rises and the River Flows. (Treaty 3, 1873)

ADMINISTRATIVE ASSISTANT

We require an individual for the position of Administrative Assistant at the Regina Bay office. The successful applicant will be offered a competitive annual salary, a four-day work week, an employer paid group benefit plan, an employee/employee pension plan, First Nations days of observance, and paid time off during Christmas.

The Administrative Assistant will:

- Provide direct administrative and office management support to the Chief and Council and Band Manager, as directed;
- Provide reception duties including answering telephone and in person inquiries, refer and/or redirect calls, e-mails, or visitors as required;
- Receive incoming mail and review, evaluate, and distribute priority correspondence;
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other persons;
- Maintain confidentiality and professionally interact with employees, management and the public;
- Maintain work schedules and calendars;
- Prepare travel schedules, book travel arrangements, and make reservations;
- Meeting minute-taking and related record keeping;
- Draft both internal and external documents and correspondence;
- Review all documents, reports, and correspondence for format, content, grammar, spelling and make edits as necessary;
- Maintain office supplies;
- Maintain office filing systems;
- Facilitate communication from external stakeholders to Chief and Council and Band Manager;
- Facilitate communication of band notices and mailings to on and off reserve members;
- Complete expense claims and travel requisitions; and
- Other duties which may be assigned as required.

We invite you to apply if you have:

- Grade 12 and/or GED essential;
- Secondary School Diploma an asset;
- 1-3 years' experience in an administrative role an asset;
- Strong knowledge of office procedures and practices an asset;
- Keen attention to details;
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point) an asset;
- Resourceful and flexible; and
- Proven organizational and time management skills.

Please apply via email to: jobs@nwa37.ca When applying you must include a detailed cover letter, detailed resume, a copy of your current (within 30 days) criminal records check which includes a vulnerable sector check (or proof that it has been applied for), and three references. Please be advised only those selected for an interview will be contacted. **Position will remain open until filled.**