

MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



Position:	ADMINISTRATIVE ASSISTANT
Duration:	Full time permanent, upon successful completion of probation.
Salary:	\$15/hr
Start Date:	As Soon As Possible

Under the direct supervision of the Administrator, the Administrative Assistant is the welcoming face of the Moose Deer Point Government Services office. They provide administrative and clerical support to the First Nation Administrator and office staff, and assist in the management of day-to-day operations, program enhancement and activities of the Moose Deer Point First Nation. This is an OTTER funded training position.

Qualifications:

- Grade 12 OSSD or equivalent preferred.
- Experience as an administrative assistant in an office environment, considered an asset
- Microsoft proficient, experienced with Internet and social media
- Excellent verbal and written communication skills
- Customer service oriented and able to demonstrate a collaborative nature
- Ability to multi-task and adapt to all situations, ability to problem solve

Duties and Responsibilities:

- Perform reception duties in an efficient, professional and courteous manner and ensure accurate and timely service.
- Assist First Nation Administrator with general administrative tasks such as filing, copying, maintaining calendar, preparing expense claims, etc
- Respond to telephone, distribute mail, prepare meeting bookings, order and distribute supplies as needed.
- Help maintain the overall cleanliness of the office common areas, including the kitchen, washrooms and seating areas
- Assist with program staff and community functions, as needed
- Collaboratively prepare, compile and distribute monthly newsletter to community
- Maintain the First Nation website, media board and social media pages for upcoming events
- Other administrative duties, as assigned

Please submit your **updated resume and cover letter** to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by May 24, 2019**. Resumes will be accepted at the Government Office or by email to colette.isaac@moosedeerpoint.com. Please put "Admin Assistant" in the subject line or sealed envelope.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.