

## **Employment Opportunity-Selkirk First Nation**

**Position:** Administrative Assistant, Capital  
**Salary:** Level 5 - \$27.95 to \$33.56 per hour (Depending on experience)  
**Status:** Full-Time Permanent  
**Closing Date:** September 30, 2020

---

### **Job Summary**

Reporting to the Capital Director the Administrative Assistant, Capital is responsible for receiving, screening, forwarding calls and taking messages and inquiries, forwarding to the appropriate person; distributing incoming mail and faxes; stamping and posting outgoing mail and sending faxes; filing and maintaining a central file system; typing letters and other documents; invoicing; completing monthly journal entries; data inputting; organizing and scheduling meetings; arranging travel; researching and compiling information for the Capital Department, other related duties as required.

### **Education and Experience**

- Completion of Grade 12 or an equivalent combination of education and experience will be considered
- Coursework in the area of administration, finance or general office work
- Experience working in an office or administrative setting,

### **Technical Skills and Abilities:**

- Proficient with Microsoft Office – Word, Excel, Outlook
- Ability to communicate effectively verbally and in writing
- Ability to plan, coordinate and implement special projects
- Ability to conduct research when required.
- Ability to take minutes
- Make travel arrangements for staff
- Ability to set up and maintain a user-friendly filing system

### **Conditions of Employment**

- Willing to work flexible hours and/or overtime as requested by the supervisor.
- Class 5 Driver's License (desirable)
- Oath of Intoxicants
- Oath of Confidentiality

*\*Preference will be given to Selkirk First Nation citizens*

*\*\*Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.*

**For additional information contact Scott Sawyer,  
A/Director Capital**

**Please submit resume/application to Reception or to [hrdirector@selkirkfn.com](mailto:hrdirector@selkirkfn.com)**