

Employment Opportunity-Selkirk First Nation

Position: Administrative Assistant, Lands, Resources & Heritage
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 Director of Lands and Resources the incumbent is responsible for the overall administration and functioning of the Lands and Resources Department. This position requires the successful candidate to have good organizational and administrative skills. May be responsible for planning, coordinating, and implementing special projects

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
- Set up 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
- 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 and to apply contact Ellie Marcotte,
Director Lands Resources & Heritage**

Please submit resume/application to Reception or to hrdirector@selkirkfn.com