

Employment Opportunity-Selkirk First Nation

Positions: Office Administrator, Community Wellness
Salary: Level 6 - \$30.66 to \$36.80 per hour
Status: Full-time, Permanent
Closing Date: January 4, 2020

Job Summary

Reporting to the Director, the Office Administrator is a centralized position of the department responsible for the overall organization and coordination of office administration, logistics, and procedures. The Office Administrator supports staff and facilitates the effective delivery of programs and services by being a leader in ethical business operations, and oversees records management, basic financial and human resource management, as well as management of workplace behaviour. As the department's first point of contact, the Office Manager is a strong communicator and liaison with other departments, community organizations and the public. No positions report to the Office Administrator.

EDUCATION & EXPERIENCE

- Completion of post-secondary coursework in business/office administration or other related fields.
- Experience working in an office environment managing or coordinating activities as a part of a client service team. Experience providing financial and human resource support would be an asset.
- An equivalent combination of education and experience will be considered.

Knowledge and Skills

- Knowledge of SFN history, culture, demographics, goals and aspirations
- Good interpersonal skills including a positive attitude and willingness to learn
- Excellent written and oral communications skills
- Microsoft Office (Word, Excel, Outlook)
- Possess well developed oral and written communication skills
- Good organizational, administrative and document management skills
- Ability to maintain strict confidentiality, tact and impartiality.

Conditions of Employment:

- Oath of Confidentiality and Oath of Intoxicants
- Valid Class 5 Driver's License is an asset
- Criminal Records/Vulnerable Sector Check
- Attendance at General Assemblies and Community meetings is required, willingness to occasionally work flexible or irregular hours which may include evenings or weekends

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.

Preference in hiring will be given to a citizen of Selkirk First Nation.

**For additional information, please contact Dena Xavier, Human Resource Consultant at 867-334-2555 or hrdirector@selkirkfn.com
Please submit resume to hrdirector@selkirkfn.com**