

# EMPLOYMENT OPPORTUNITY

Short Term Contract

## ADMINISTRATIVE ASSISTANT

### Summary:

Under the umbrella of the Chief Paskwa Education Center, the administrative assistant will be responsible to ensure the delivery of a professional, confidential and accurate processing of all relevant matters and duties. The administrative assistant will understand and respect the philosophy of the Pasqua First Nation governance structure and Chief Paskwa Education Center lines of authority. It would be an asset for the Administrative Assistant to possess experience in administrative duties, documentation and office procedures but not a prerequisite for the position. Start date is September 2013 (to be confirmed)

### Duties:

- Enter data into a relevant computer program
- Maintain the existing filing system for appropriate areas within the Dept.
- Able to communicate share up-to-date information as provided
- Answer switchboard and distribute messages promptly to staff
- Any other duties that may be assigned by the Principal or alternate

### Qualifications:

- Age restriction (due to funding criteria) **16 years – 30 years**
- Computer literate.... word programs are a must
- Reading comprehension
- Good communication skills, both written and verbal
- Strong organizational skills

- Filing
- Typing
- Familiar with office equipment
- Ability to follow directions
- Driver's License and reliable vehicle
- Punctual, dependable and strong work ethic
- Agree to sign an Oath of Confidentiality
- Provide a C-PIC with resume

Please apply in writing to:

Pasqua First Nation

Attn. Lorraine Cyr

Box 79, Pasqua, Sask. S0G 5M0 or FAX: 306-332-5199

3 references must accompany your application.

**DEADLINE DATE: August 2, 2013 at 4:30 P.M.**

Thank you for your response however only those considered for further consideration will be contacted.