

Saskatchewan Indian Equity Foundation Inc.

The Saskatchewan Equity Foundation is one of the leading Aboriginal financial institutions in Canada. SIEF has been providing lending services to First Nations in Saskatchewan since 1982 and currently serves more than 300 clients. SIEF also manages an investments and lending portfolio in excess of \$10 million.

POSITION TITLE: ADMINISTRATIVE ASSISTANT – EBL PROGRAM

POSITION SUMMARY: This is a part-time term position (5 months) reporting to the General Manager. The incumbent is responsible for providing administrative support to the EBL Coordinator and Accountant. The position will perform day-to-day office duties such as directing calls, data entry, filing documents and other duties assigned by SIEF's management and staff.

QUALIFICATIONS & EXPERIENCE:

- 1) Minimum three (3) years experience in an office setting with a proficiency in word processing and spreadsheets and working knowledge of basic accounting practices and procedures.
- 2) Successful completion of a recognized secretarial/business course or a combination of experience and education.
- 3) Excellent organizational skills and ability to meet deadlines.
- 4) Excellent interpersonal and communication skills (grammar, letter writing, telephone) and the ability to work with minimal supervision.
- 5) Ability to work well within a team environment.
- 6) Knowledge of First Nations culture and governments would be an asset.
- 7) Experience with MS Office would be an asset.

This position is based in the head office on the Asimakaniseekan Askiy Reserve in Saskatoon.

Please submit resume in a sealed enveloped marked "Personal and Confidential" with a covering letter and three (3) references to:

SIEF Inc.
Attn: Office/Human Resource Manager
202A Joseph Okemasis Drive
Saskatoon SK
S7N 1B1

Or fax documents to:

(306) 343-4969
Attn: Office/Human Resource Manager

Preference will be given to persons of Aboriginal ancestry (Human Rights Exemption #E98-08)

Deadline for applications is **4:30 pm on Friday, October 17, 2014.**