



Employment Opportunity

Job Title: Administrative Assistant - Non-Insured Health Benefits (NIHB)

Location: Corner Brook

Hours of Work: 35 hours per week. 52-week contractual position.

Salary: \$30,000 annual.

Qalipu First Nation is currently accepting applications for the position of Administrative Assistant - Non-Insured Health Benefits (NIHB). The Band achieved recognition under the Indian Act in 2011 and currently represents 24,474 members in nine (9) geographical wards. The Band has four (4) offices located in Corner Brook, St. George's, Glenwood and Grand Falls-Windsor. It offers programming and support in health, tourism development, education, economic development, natural resource conservation and culture and heritage.

Job Description and Requirements: Qalipu First Nation is currently expanding its NIHB Health program and requires an Administrative Assistant to provide support to the Health Division. The Administrative Assistant is responsible for a range of activities that includes working with various stake holders in order to ensure effective, efficient and accurate delivery of Health programs and provide assistance and support with the divisions health initiatives.

Responsibilities:

- Preparation of documents using: computer word processing, spreadsheet, and database software
- Perform internal compliance audits of Health programs
- Intake and preparation of member submissions for NIHB claims
- Processing of NIHB claims
- Respond to member queries regarding claims
- Ensure recipient information is correctly inputted into the claims processing system
- Provide secretarial and administrative support to management and other staff, as needed
- Ensure files are stored and maintained as per the Qalipu Electronic Records Management System and Quality Management Protocols
- Other duties as required

Qualifications: Administrative Assistants would normally attain the required knowledge, skills and aptitudes through completion of post-secondary education in Office or Business

Administration or other related business training combined with 2 years of experience working in a client/customer based environment.

Successful applicants will demonstrate strong analytical capabilities, effective writing skills and demonstrate strong interpersonal and communication abilities. Knowledge of word processing, databases and spreadsheets is also required.

Diplomas/Certificates for Post-Secondary Education and Training are required.

Working Conditions: This position is office based. The duties are predominantly met during regular business hours. Some overtime work may be required at specific times throughout the year.

Apply: Please apply electronically using MS Word with cover letter, resume, three (3) business references and copies of diplomas/certificates to:

jobopportunities@galipu.ca

with subject line: Administrative Assistant.

Qalipu First Nation
Attention: Mrs. Janet McAuley, Office Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of submission: Wednesday, September 28, 2016 at 4 pm

Qalipu First nation would like to thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.