



Qalipu
FIRST NATION

Employment Opportunity

Job Title: Full Time Permanent Administrative Assistant - Community Development.

Location of position: Corner Brook

Hours of Work: 35 hours per week, Monday to Friday

Salary: \$30,000 per annum

Job Description and Requirements: The Administrative Assistant will be responsible to provide administrative support to the Director of Community Development. Duties include but are not limited to:

- Sort incoming inquiries, faxes and requisites for the Director and other members of the department
- Prepare and send outgoing faxes, mail, and courier parcels
- Organize and maintain an adequate supply of office supplies for the department by creating office supply orders when necessary
- Code and file material according to the established procedures
- Back-up electronic files using the proper procedures
- Provide secretarial and administrative support to the Director and staff of the department
- Make travel, meeting and other arrangements for the Director and staff as required
- Coordinate the maintenance of the department's office equipment
- Check the Band's website to ensure that the department's information is up to date
- Use of word processing, spreadsheets and database software to prepare reports, memos and documents
- Provide relief to Reception
- Perform other related duties as required

Qualifications: Completion of a post-secondary education in Office Administration, Business Administration, or other related field combined with 2 years of experience working in a client/customer-based environment.

The successful applicants will demonstrate strong analytical capabilities, effective writing skills and demonstrate strong interpersonal and communication abilities. Knowledge of word processing, databases, and spreadsheets, with proficiency in the operation of computers, voice messaging systems and other office equipment is required.

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

Apply: If you are interested in this position, please apply electronically with resume, covering letter, copies of diplomas/certificates and three professional references to:

jobopportunities@qalipu.ca with subject line “**CD Office Admin**”

Mrs. Janet McAuley, Office Manager
Qalipu Mi'kmaq First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of submission: Friday, March 9th, 2018 at 4:00 P.M.

Please note: The successful applicant will be required to provide a Criminal Records Check. If you are a member of Qalipu First Nation please indicate it in your letter.

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