



**Qalipu**  
FIRST NATION

## **Employment Opportunity**

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

**Location of position:** Corner Brook

**Hours of Work:** 35 hours per week.

**Salary:** \$30,000 per annum

**Job Description and Responsibilities:** The Administrative Assistant will be responsible to provide administrative support to the Director of Community Development and members of staff. 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
- Assist with the planning of event logistics, including organizing and maintaining event registration
- Record and prepare minutes for standing committee and other formal meetings
- Assist with purchasing required for various projects
- Perform other related duties as required

**Education:** Completion of a post-secondary education in Office Administration, Business Administration, or other related field.

**Qualifications:** 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.

**Experience:** Two years of experience working in a client/customer-based environment.

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

**Apply:** If you are interested in this position, please apply electronically with resume, covering letter, three professional references to:

[jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) with subject line “**CD Office Admin**”

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

**Deadline for receipt of submission:** Friday, February 7<sup>th</sup>, 2020 at 4:00 P.M.

**Please note:** The successful applicant will be required to provide a Code of Conduct with a vulnerable sector query along with diplomas and certificates for Post-Secondary Education.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation, please indicate it in your cover letter.

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