



## **Employment Opportunity**

**Job Title:** Full Time Permanent Administrative Assistant – Natural Resources.

**Location of position:** Corner Brook

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

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

**Job Description and Requirements:** Qalipu First Nation is currently looking to fill an Administrative Assistant position. The successful candidate will ensure the efficient day to day operations of the Natural Resource Dept.

**Responsibilities:** The Administrative Assistant will be responsible to provide administrative support to the Director of Natural Resources. Duties include but are not limited to:

- Provide physical presence in reception area of 1 Church Street to interact with visitors;
- Provide logistical support to community room events;
- Provide Financial support to Natural Resources Department/1 Church Street including Petty Cash management, generation of Purchase Orders, Scanning/management of invoices;
- Assist in Health and Safety reporting for QNR/1 Church Street;
- Provides the first point of contact in the Department for Band members seeking program information;
- ISO 9001:2015 compliance monitoring for QNR including document control, electronic file storage, and monitoring departmental adherence to ISO requirements (ie. Workplans, Project Status Board, etc);
- Assist with implementation of departmental communication plan including preparation of communication material;
- Code and file material according to the established procedures;
- 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;
- 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;
- Use of word processing, spreadsheets and database software to prepare reports, memos and documents;
- 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, strong interpersonal skills 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 using MS Word with resume, covering letter, copies of post-secondary diplomas/certificates and three professional references to:

[jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) with subject line “**QNR 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, June 8<sup>th</sup>, 2018 at 12:30 P.M.

**Please note:** The successful applicant will be required to provide a Criminal Records Check. Please indicate in your cover letter If you are a member of Qalipu First Nation or identify as indigenous.