



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant
Department: Capital and Housing
Salary Range: Level 3 (starting at \$22.91)
Term: Full Time Term (75 Hours Bi-weekly)
Start Date: Monday, Feb. 20th, 2017
End Date: Friday, April 14th, 2017
Closing Date: **Friday, February 17th, 2017**

Job Summary:

To provide administrative support to the Capital and Housing department within FNNND. Must be self-motivated, punctual and maintain confidentiality. The position requires a good working knowledge of general office procedures, filing skills and knowledge of FNNND policies. Good organizational skills are essential as well as the ability to use a wide variety of office equipment. Must have proficient computer skills including internet, MS Outlook, Word and Excel.

Qualifications:

Education & Experience:

- Grade 10 Academic and/ or;
- An equivalent combination of education, training and work experience in office procedures, preferably in a First Nations work environment;
- Good written and oral communication skills;
- Ability to establish and maintain good working relationships with staff, citizens and other agencies to gain their cooperation and assistance; and
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Office Equipment Skills:

- Computer skills (MS Word, Excel, Outlook, Power point)
- Phone, fax, copier

Conditions of Employment:

- Security Clearance
- Valid Driver's Licence (preferable)

To submit your cover letter, employment application/ resume please contact:

Ronalda Moses, Manager, Human Resources
First Nation of Na-Cho Nyäk Dun
Phone: (867) 996-2265 Ext. #138
Email to: humanresources@nndfn.com

**Preference may be given to First Nation of Na-Cho Nyäk Dun Citizens*

