



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

POSITION TITLE	Education, Health and Social Services Assistant
DEPARTMENT	Administration
SUPERVISOR	Education and Health and Social Services Managers
DATE POSTED	April 29, 2019
STATUS	Regular Full-Time
SALARY CLASSIFICATION	Level 4
CLOSING DATE	FRIDAY, MAY 10, 2019

Job Summary:

Reporting to the Education Manager and the Health and Social Services Manager, this position is responsible for providing day to day support and assistance to the two departments. This position monitors correspondence, supports other members of the Education and Health and Social Services Departments. The incumbent will be responsible for ensuring that administrative functions of the departments run efficiently and respectfully.

Main Duties

- Answering, screening, forwarding and/or taking messages for incoming calls;
- Proof reading documents before final distribution
- Assists in the development of reports
- Maintains and updates a schedule of activities for the department
- Keeps notes of meetings
- Coordinates travel arrangements for the Education Manager
- Assists with the distribution of information and materials
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Booking appointments and preventing conflicts.
- Uses photocopier, printers, post meter, fax machine;
- Provides administrative support with additional emphasis on confidentiality and protection of rights to privacy;
- Use computer software to draft correspondence or emails
- Other duties as assigned by the Education Manager and the Health and Social Programs Manager

Qualifications

- Ability to represent FNNND in a professional and courteous manner
- Working knowledge of the telephone system, general office procedures, filing, ordering office supplies, and excellent computer skills.
- Good organizational skills are essential as well as the ability to use a wide variety of office equipment
- Ability to work independently most of the time and have the ability to manage own activities.
- Personal aptitude necessary to get along with fellow employees, contacts with others are incidental and require basic courtesy.

For a copy of the job description or to submit your Cover Letter and Resume, three professional references, including your most recent employer please contact:

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