



First Nation of Na-Cho Nyäk Dun  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Administrative Assistant Floaters  
**Department:** Administration  
**Salary Range:** Level 3 (starting at \$22.91)  
**Term:** Casual and on-call (75 Hours Bi-weekly)  
**Closing Date:** March 31, 2020

**Job Summary:**

To provide administrative support to the Administration 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

**CONDITION OF EMPLOYMENT:**

- Oath of Confidentiality and Code of Conduct and other NND Policies as required;
- Valid Class 5 Driver's License and Abstract;
- Criminal Record Check – Vulnerable sector

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

**Millie Olsen, Manager, Human Resources**  
**First Nation of Na-Cho Nyäk Dun**  
**Phone: (867) 996-2265 Ext. #138**  
**Email to: [millie.olsen@nndfn.com](mailto:millie.olsen@nndfn.com)**

*\*Preference may be given to First Nation of Na-Cho Nyäk Dun Citizens*  
Posted March 19, 2020