



Job Opportunities

Competition #0121-72

**Miwasin Administrative Assistant
Miwasin Kikanaw
(1) Full Time Term**

THE POSITION:

As part of the BATC Employment & Training team, and under the direct supervision of the Miwasin Kikanaw Coordinator, the Administrative Assistant will be responsible for providing secretarial, clerical and administrative support in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES:

- Managing the day to day needs of Miwasin Kikanaw
- Managing a database
- Managing and maintaining the Shuttle Logs
- Completing financial requests, such as purchase orders, time sheets, cheque requisitions
- Reconcile staff attendance
- Assist with compliance, file management and reports as needed
- Assist with scheduling
- Assist with events
- Assist and coordinate staff meetings
- Maintain a clean and professional environment
- Other duties as required

QUALIFICATIONS:

- Minimum Grade 10
- Excellent computer skills including keyboarding, Microsoft Office: Word, Excel, Publisher, Power point.
- Ability to handle stress tasks and work with minimum supervision
- Ability to handle many projects simultaneously, prioritizing task and completing on schedule
- Good communication skills: oral, verbal and written
- Must possess a Valid Driver's License and access to a reliable vehicle
- **MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK**

Closing date: June 30th, 2022 - Please quote Competition # 0121-72

Please submit **RESUME, COVER LETTER AND CPIC to:**

**Human Resources
Battleford Agency Tribal Chiefs
1282 101st Street
North Battleford, Saskatchewan S9A 1K3**

Phone: 306-446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for an interview will be contacted.