



# OPASKWAYAK CREE NATION

## JOB COMPETITION – EXTERNAL POSTING

### EXECUTIVE ASSISTANT

<b>DEPARTMENT:</b> Band Development Authority	<b>SALARY:</b> Negotiable; depending on education and experience
<b>CLASSIFICATION:</b> F/T TERM	<b>LOCATION:</b> Post Office Location

#### **JOB SUMMARY:**

The purpose of this position is to provide the essential administrative and executive office support services for the office of the Band Development Authority. The Executive Assistant ensures the flow of correspondence, the timelines, accuracy and adequacy of responses to written and verbal enquiries. S/he is also responsible for scheduling and taking minutes for Board Meetings.

#### **MINIMUM QUALIFICATIONS:**

- Certification of Office Administration or equivalent education and training
- Must have at least two (2) years related work experience
- Must have proficient computer skills (Microsoft Office)
- Good interpersonal skills and teambuilding skills
- Time management skills and able to work with minimal supervision
- Self-motivated and reliable
- Knowledge of OCN structure policies, financial practices, office operations
- Ability to speak the Cree language is an asset

**Application Deadline:** December 21<sup>st</sup>, 2018

#### **Please submit resume and cover letter to:**

Courtney Hester, Personnel Administrator  
P.O. Box 10880  
Opaskwayak, Manitoba R0B 2J0  
Phone: 204-627-7100  
Fax: 204-627-7063  
E-Mail: [courtney.hester@opaskwayak.ca](mailto:courtney.hester@opaskwayak.ca)

*Please mark application "Personal and Confidential".  
We thank all who applied, however, only applicants selected for interviews will be contacted.*