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| Muskeg Lake Cree Nation  A progressive, proud, balanced, and unified Nation; governed by cultural, spiritual, and historical integrity |

**Employment Opportunity**

**Muskeg Lake**

**Cree Nation**

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| **administrative Assistant**  **Lands department**  **Full time**  **Job posting #23-04** |

**Job Summary**:

The Muskeg Lake Cree Nation team is seeking to fill our Administrative Assistant position. It is full time with responsibilities for the administrative support for the Lands Department and will report directly to the Lands Manager**.**

**Skills & Qualifications**

* Provide quality and effective administrative support to the lands department and team (directing phone calls, emails, correspondence, schedules/appointments, dictation, meeting attendance, minute taking, and other daily routines).
* Organize paperwork such as Purchase Orders and Invoices.
* Maintain a professional image and friendly demeanor with all employees, management, community members and visitors, ensuring the mission and objectives of the Lands Department and the Band are adhered to and carried out.
* Become familiar with and maintain the Lands Department office systems, ensuring compliance with internal policies and procedures as well as any external requirements that may apply (information management, electronic/manual filing systems, inventories, scheduling, communications, etc.).
* Provide low to mid-level financial administration and support: enter purchase orders, ensure accurate GL coding for revenue and expenses, budget tracking, some project management/support, etc.
* Assist with preparation of monthly and annual reporting as required – data entry/collection, drafting/editing, etc.
* Organize and coordinate all Lands Department meetings and events (information sessions, community engagements, etc.)
* Commitment to a learning and development plan. Attend relevant training as may be required
* Other duties, relevant to the position, shall be assigned as required
* Organize, maintain, and coordinate office records and files in their proper location.
* Maintain confidentiality and a professional code of ethics.
* Other duties, relevant to the position, shall be assigned as required
* Knowledge of FNLMA First Nations Land Management Act

**Employment Requirements**

* Completion of a recognized secretarial or office management course is desired
* Some training or experience in using multi-line phone
* Excellent written and verbal skills
* Highly organized
* Familiarity will Microsoft Office Applications
* Valid driver’s license and a reliable vehicle
* Criminal Records Check (CPIC) and a Venerable Sector Check (VSC) is required
* Working knowledge of Cree language customs, and values are an asset
* High school diploma, GED, or equivalent job experience

**Apply by sending a resume, cover letter, with subject title and job number (Administrative Assistant, # 23-04) to resume@muskeglake.com by February 7,2023, at 4:30 PM. Only successful candidates will be contacted.**