EMPLOYMENT OPPORTUNITY

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Administration Assistant to Health Director

# One year Term

Job Summary: With direction from the Health Director, the incumbent will support and adhere to the MissionNision of the organization to provide services to the One Arrow First Nation community.

Duties and Responsibilities:

Overseeing and implementing administrative procedures

Establishing work priorities

Coordinating acquisition of administrative processes as office space, supplies and

security services

Keeping stock of office supplies Improving office services and processes Implementing communication procedures

Coordinating office activities and operations to secure efficiency and compliance to

office policies

Other related duties as required and assigned.

# Qualifications:

Business Admin/Office Admin Certificate

Computer Skills (Word, Excel)

Experience working with First Nations and a good understanding of First Nations

Health and social issues, history, traditions, and values

Creative, resourceful problem solver that excels in resolving communication issues

Ability to establish and maintain cooperative working relationships

Ability to work independently and highly organized Excellent written and oral communication skills Excellent facilitation and report writing skills

Must have a valid Saskatchewan Class 5 drivers license and a reliable vehicle

Criminal Record Check and Vulnerable Sector Check (CPIC)

Submit a cover letter, resume and three professional references to:

Karen Gardipy, Human Resource Administrator

One Arrow First Nation Email: [kgardipy@onearrow.ca](mailto:kgardipy@onearrow.ca)

Deadline: May 7, 2024

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