



**MUSKODAY FIRST NATION  
Employment Opportunity  
Permanent Full Time**

## **F/T Administrative Clerk**

If you are looking for a challenging and exciting opportunity working with the MFN membership, Chief and Council, the administration team, and we are seeking to fill the position of a full time permanent Administrative Clerk. This position will be the front-line representative for the administration office and will serve as the first point of contact for MFN membership, visitors, and external organizations. The successful candidate will be required to direct calls, messages, emails, have the ability to draft document templates, and assisting the community promptly as needed.

### **Report to**

MFN Office Manager/Clerk to Council

### **Responsibilities**

- Maintain a high level of confidentiality in all interactions.
- Maintain a professional image and demeanor with all community members/membership, Chief and Council, management, all employees, and visitors.
- Creating posting notifications to the community/membership.
- Light typing and data collection using word and excel.
- Answering and directing in-coming telephone calls and emails.
- Recording messages and distributing via email.
- Documenting in-coming and outgoing mail.
- Stamping outgoing mail as per regulations.
- Continuous check of incoming fax documentations.
- Knowledge of the MFN programs, operations, would be an asset.
- Ability to work in a frequently loud and stressful environment.
- Other duties as assigned.

### **Requirements**

- Capable to build strong rapport with the public.
- GED/Grade 12 with possibly experience in an office environment – would be an asset. However, willing to train.
- Must be reliable, punctual, and trustworthy.
- Computer skills in Word, Excel and Outlook would be an asset.
- Ability to maintain accuracy and productivity during periods of increased administrative workload.
- Must be adept at dealing with the public under various circumstances.
- Successful applicant must provide a CPIC and Vulnerable Sector Check
- A valid driver's license and a reliable vehicle would be an asset.
- Must be organized and capable of maintaining a filing system.
- Must have the ability to work independently.

**Deadline for Applications: March 16<sup>th</sup>, 2026 at 4:30pm**

Submit resumes to:

Ernie Dreaver Human Resources Officer  
Box 99 Muskoday, SK S0J 3H0  
Fax: (306) 764-7272 Email: [resume@muskodayfn.ca](mailto:resume@muskodayfn.ca)

- ❖ Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.
- ❖ Late applicants will not be accepted