



FSIN

EMPLOYMENT OPPORTUNITY

EXTERNAL

Administrative Assistant II – Health

The Federation of Sovereign Indigenous Nations (FSIN) is seeking a highly motivated individual for the position of Administrative Assistant II – Health and Social Development Secretariat at the FSIN Head Office located in Saskatoon.

Administration

- Transcription of taped recordings, handwritten or typed documentation
- Preparation of correspondence, including proof reading
- Preparation of meeting information, recording, transcribing, and distribution of minutes
- Filing, typing, photocopying, faxing, emails, travel arrangements, scheduling
- Review and sort incoming/outgoing mail
- Adherence to personnel policies and procedures
- Keep lists, database, calendars, mailing labels, etc... updated
- Deal with administrative matters conforming to regulations and policies
- Assist with coordination of program activities

Communication

- Keep updated on developments within the program
- Establish and maintain good working relationships internally and externally
- Assist in compiling and/or coordination of reports required from the program

Meetings

- Book meeting rooms and audio visual equipment
- Coordination of per diems, meeting notices
- Preparation of meeting information
- Takes minutes of meetings
- Distribution of minutes

Inventory

- Responsible for maintaining an inventory of all equipment and furnishing for the department
- Responsible for updating inventory listing as purchases are made
- Responsible for providing the Program Manager in charge of Office Administration with an updated inventory listings on a quarterly basis

General Phone Inquires

- Answering calls and/or message taking
- Respond and refer requests for basic information

Other

- Other related duties as may be assigned from time to time

QUALIFICATIONS: Office administration diploma or certificate with minimum of two (2) years of work experience with the ability to work independently; possess excellent written and verbal communication skills; proficient in Microsoft Office, organizational skills; must be self-motivated, with a commitment to working collaboratively in a team-based environment, strong attention to detail, and knowledge of First Nation history and cultures. The ability to speak a Saskatchewan First Nations language is a definite asset.

APPLICATIONS MUST BE RECEIVED BY 12:00 noon on April 18th, 2019

Please submit resumes to: Human Resources Office , Federation of Saskatchewan Indian Nations, Suite 200 - 103A Packham Avenue, SASKATOON, SK S7N 4K4, **Fax:** 665-0478, **Email:** hr.info@fsin.com

Salary is based on an established grid and commensurate with qualifications and experience. Only candidates selected for interviews will be contacted.