

EMPLOYMENT OPPORTUNITY



Interested applicants may submit their application in confidence to:

Human Resources Advisor
Northern Inter-Tribal
Health Authority
PO Box 787
Prince Albert, SK
S6V 5S4

Fax: (306) 953 - 5010
Email: hr@nitha.com

www.nitha.com

CLOSING DATE:
Friday, April 26, 2019

PROGRAM ADMINISTRATIVE ASSISTANT COMMUNITY SERVICES UNIT

Full- Time Position
Prince Albert, Saskatchewan

The Northern Inter-Tribal Health Authority is a dynamic and evolving healthcare agency that provides health program support to its four northern partners - Prince Albert Grand Council, Meadow Lake Tribal Council, Lac La Ronge Indian Band, and Peter Ballantyne Cree Nation.

POSITION MANDATE

Under the direct supervision of the Manager of Community Services, the Administrative Assistant supports the operations and information needs of assigned programs by developing and applying appropriate technical and administrative processes. This position supports the units Program Advisors with a variety of administrative activities, develops and maintains program related information gathering and recording processes, as well as, understands program objectives and standards, and applies the relevant legislation, policies and procedures to all activities. The Administrative Assistant works cooperatively within a team of office support staff to contribute to the overall efficiency of the office.

QUALIFICATIONS/EXPERIENCE

This position requires one (1) year of post-secondary education in office administration and a minimum two (2) years of relevant experience. The ideal candidate must possess interpersonal skills, including tact and diplomacy in dealing with a variety of situations and in addition must possess the following:

- Good understanding of standard office equipment, administration practices and procedures
- Proficiency in English; both verbal and written communication
- Confidence in producing professional meeting minutes
- Knowledge in Microsoft Office applications
- Strong organizational skills, ability to multi-task and collaborate as a strong team member
- Experience both in the coordinating of meetings and large events; including making arrangements for travel and accommodations
- A high standard of confidentiality in handling sensitive information
- Experience working in a First Nations organization and/or ability to speak a First Nations language is an asset
- A Valid Driver's License

INTERVIEW PROCESS

The interview processes will include practical skill testing in the areas of minute taking, business writing/communication and knowledge of core office procedures and equipment.

NITHA has a competitive salary/benefits package. Please note that only those who submit a complete application that includes a **cover letter, resume, three (3) work-related references and a copy of education /certification** will be considered. We thank all applications however, only those selected for an interview will be contacted.

