

EMPLOYMENT OPPORTUNITY



Interested applicants may submit their application in confidence to:

Human Resources
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:

Open

RECEPTIONIST OFFICE ASSISTANT

Casual Pool - Immediately
Prince Albert, Saskatchewan

The Northern Inter-Tribal Health Authority is a dynamic and evolving healthcare agency that provides health program supports 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 Executive Assistant, the Receptionist Office Assistant is an important role in the organization as a first point of contact for the public, professional colleagues and community members, in responding to telephone and/or in person inquiries. The successful incumbent will provide office and technical supports for staff as required in keeping with NITHA's objectives, standards and procedures.

QUALIFICATIONS/EXPERIENCE

This position requires one (1) year of post-secondary education in office administration/education 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.
- Proficient in English; both verbal and written communication.
- Confidence in producing professional meeting minutes.
- Experience in working directly with general public.
- Good telephone etiquette with the ability to manage inquiries.
- Ability to accurately direct the flow of incoming calls.
- Ability to multi-task and still meet prescribed deadlines.
- Knowledge in switchboard applications, software applications such as MS Word, Outlook, Excel, PowerPoint and Desktop Publishing.
- A high standard of confidentiality in handling sensitive information.
- Experience working in a First Nations organization is an asset.
- The ability to speak a First Nations language is an asset.
- A valid Driver's license.

NITHA has a competitive salary/benefits package. Please note, **we will only consider applicants who submit a complete application including: a cover letter, resume, three (3) work related references, and a copy of education/certifications.** We thank all applicants.