



Meadow Lake Tribal Council
8003 Flying Dust Reserve
MEADOW LAKE, SK S9X 1T8
Phone: (306)236-5654 Fax: (306)236-6301

CFS Administrative Support Employment Opportunity

The Meadow Lake Tribal Council is looking for a motivated individual, with excellent interpersonal, organizational, and communication skills to fill the full time, permanent position of Administrative Support for the Child & Family Services Department. Duties require a broad and comprehensive knowledge of the organization's policies, procedures, protocols, and practices. Responsibilities require discretion, judgement, tact, poise, multi-tasking, and the ability to prioritize tasks in a fast paced environment.

Duties:

- General office duties, i.e. typing, photocopying, filing, faxing, general organization of CFS Admin offices.
- Public Relations: answer/forward incoming calls; greet and provide assistance to all visitors, etc.
- Maintaining an inventory of consumable office supplies; distributing as needed and ordering as required/requested.
- Maintain fleet vehicles, i.e., bookings, arranging for maintenance, etc.
- Assisting with meeting preparation, i.e., meeting kits, notifying members, taking minutes, booking facilities/rooms, etc.
- Mail/Bank Deposits; Ministry Bill Backs; Purchase Orders issued through the AIS data entry system.
- Assist with the maintenance of the CFS current/archive filing systems.
- Some traveling may be required.

Qualifications:

Minimum:

- Appropriate combination of education and relevant work experience may be considered.

Preferred:

- Certificate/Diploma in Office Education from a recognized institute with related experience & knowledge in Child and Family Services Administrative Support Services.

Other:

- Ability to work effectively in a team environment with staff, other MLTC departments, and the nine (9) First Nation communities.
- Demonstrated knowledge in office procedures; ability to maintain accurate records/files and documentation; excellent communication, organization and planning skills.
- Able to consistently demonstrate professionalism with a strong work ethic while maintaining confidentiality and following all MLTC & CFS policies and procedures.
- Demonstrated knowledge and expertise in computer software applications (i.e. Microsoft Office: Excel, Word, PowerPoint, Outlook, etc.).

- Knowledge and understanding of MLTC and First Nation history, cultures, and values; ability to speak Cree and/or Dene will be considered an asset.

Interested applicants are invited to submit: A letter of application, resume stating qualifications and work experience, copies of credentials, current RCMP Security Clearance/Vulnerable Sector Check, a copy of your valid driver's license, and three (3) current professional *supervisory* references to:

**Human Resources Department
8003 Flying Dust Reserve
MEADOW LAKE, SK S9X 1T8
E-mail: hrdepartment@mltc.net
Phone: (306) 236-5654. Fax: (306) 236-3509**

For more information, please contact Darcy Roy, Child and Family Services Executive Assistant @ (306) 236-8287 or visit the MLTC website @ www.mltc.net.

Deadline: Friday, March 26, 2021

*MLTC sincerely appreciates and thanks all individuals for their applications,
however, only those selected for an interview will be contacted.*