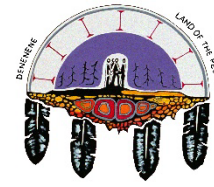




Meadow Lake Tribal Council
8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
S9X 1T8
Phone: (306) 236-5654
Fax: (306) 236-6301



School Administrative Assistant

Birch Narrows Dene Community School is looking to hire an Administrative Assistant. The Admin Assistant will provide administrative support services as required and assigned. They are required to demonstrate initiative; determine the sequence in which tasks are performed, and the work methods utilized for task completion.

Duties and Responsibilities:

- Maintain a pleasant, professional work area and reception area, including bulletin board updates, displaying and distributing of newsletters.
- Greet people entering the main school office and answering the telephone calls.
- Supply routine or information to inquiries or referring calls/callers to the appropriate personnel.
- Type correspondence or reports for school staff administration, not including teaching staff.
- Operate office machines as necessary: Postage machine, fax, computer, and photocopier.
- Prepare purchase orders, record orders and invoices.
- Sort and disseminate mail.
- Submit orders for school supplies.
- Maintain accurate files – staff attendance, staff leaves, teacher supply orders, inventories.
- Record and type the minutes for all staff meetings
- Cooperate with other schools/agencies in complying with correspondence such as submitting or requesting student cumulative files.
- Other duties as assigned by Principal/Vice Principal

Qualifications:

Minimum:

- Grade 12
- Appropriate combination of education and relevant work experience may be considered.

Preferred:

- Certificate/Diploma in Office Admin from a recognized institute with related experience & knowledge

Other:

- Ability to work effectively in a team environment with School Staff, Teachers, Vice Principal and Principal.
- 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/BNDCS policies and procedures.
- Knowledge and understanding of MLTC/BNDCS and First Nation history, culture, and values.
- Excellent public relations skills; verbal & written communication skills.

- Able to work under pressure and independently with minimum supervision.
- Proficient with computers, i.e., Microsoft Office: Word, Excel, PowerPoint and Outlook.
- Willingness to travel and possession of a valid driver's license.
- Preference will be given to individuals who speak either Cree or Dene.

For more information, please contact *Valendie McKay, Vice Principal* at 306-894-2077

Deadline: Friday, August 22 2025

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