



**Meadow Lake Tribal Council
8003 Flying Dust Reserve
Meadow Lake, SK S9X 1T8**

**Phone: (306) 236-5654
Fax: (306) 236-6301**

Executive Assistant Employment Opportunity

MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.

- *This competition is open to all applicants; and*
- *Preference will be given to qualified First Nations applicants or other Indigenous applicants who self-declare as being a First Nations person or of other Indigenous ancestry;*

MLTC Education Department is seeking a dynamic, motivated individual to fill our full-time, permanent position of Executive Assistant. Reporting to the Education Senior Director the Executive Assistant shall assist the team in ensuring effective and efficient operations. Duties require 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, work and communicate with numerous education staff on a daily basis.

POSITIONS DUTIES (include but not limited to):

- Personnel Management/Supervision of Staff
 - Direct supervision of Education Admin Staff.
- Assisting and arranging meetings
 - Minute Taking, information packages, etc.
- Responding to FNs and other agencies inquiries or forwarding to the appropriate staff when necessary.
- Assist in general budget support and provide Finance with relevant information.
- Processing, recording and tracking of invoices and expenditures.
- Maintenance of a filing system.
- Other duties as assigned by supervisor.

QUALIFICATIONS/ SKILLS/ABILITIES:

Minimum:

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

Preferred:

- Certificate/Diploma from a recognized institute and/or work experience in office administration/ office procedures and some accounting background.

- Knowledge of budgeting, accounting and financial reporting. Attention to detail & numerical accuracy.
- 1-3 years or more of supervisory experience is a definite asset.

Other:

- Highly proficient in computer software/database applications; ability to utilize Google Workspace and Microsoft Office (One Drive, Word, Excel, Outlook, PowerPoint), E-mail, and Internet.
- Excellent interpersonal, organizational, planning, and communication skills; creative, innovative, organized, reliable, and dependable.
- Demonstrating leadership, initiative and adaptability.
- Demonstrated ability to maintain accurate documentation and records; ability to manage competing priorities and meet tight deadlines.
- Ability to work effectively in a team environment with staff, other MLTC departments, and the nine (9) First Nation's schools and communities.
- Informed about Cree/Dene cultural values, customs and beliefs; ability to speak Cree and/or Dene will be considered an asset.
- Valid drivers' license and able to travel.

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

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

To apply by computer or laptop simply visit our website @ www.mltc.net/employment
Click "view" on the position(s) you are applying for, review the job ad then select the apply link on the bottom right of the job ad.

For more information, please contact *Patricia St. Denis, Senior Director of Education* at (306) 236-5654.

Deadline: Friday, September 26, 2025

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