



EMPLOYMENT OPPORTUNITY

Northern Inter-Tribal Health Authority

RECEPTIONIST OFFICE ASSISTANT – Full Time Prince Albert, Saskatchewan

The Northern Inter-Tribal Health Authority is a dynamic and evolving healthcare agency that provides healthcare program support and services 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 acts as the main contact for individuals and groups engaging with NITHA, addressing inquiries and directing them as necessary. Provides office and technical support to the NITHA program administrative staff as required. Understands NITHA objectives and standards, and applies the relevant legislation, policies, and procedures to all activities.

QUALIFICATIONS/EXPERIENCE

This position requires demonstrating strong interpersonal skills, including tact and diplomacy when navigating diverse situations, and additionally, must have the following qualifications:

- One (1) year of post-secondary education in office administration/education.
- Minimum of two (2) years of relevant experience.
- A solid understanding of the functioning and troubleshooting of office equipment, along with familiarity with administrative practices and procedures.
- Proficient in English, both verbal and written communication.
- Confidence in producing professional meeting minutes.
- Experience in working directly with the general public.
- Exceptional telephone etiquette with the ability to manage inquiries.
- Ability to accurately direct the flow of incoming calls.
- Ability to multitask and still meet prescribed deadlines.
- Knowledge in switchboard applications, and 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 Class 5 driver's license.

NITHA has a competitive salary/benefits package. Only complete applications with a **cover letter, resume, three (3) work-related references, and proof of education credentials** will be considered. We appreciate all applicants; **however, only those chosen for an interview will be contacted.**

Closing Date: May 29, 2026

Interested applicants may submit their application in confidence to:



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



1 (306) 953-5010 (Fax)
hr@nitha.com (Email)



www.nitha.com