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8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
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Meadow Lake Tribal Council

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 First Nation or other Indigenous applicants who possess the qualifications, knowledge and skills to meet the minimum suitability requirements as stated for the position*

The MLTC Health & Social Development Department is seeking a dynamic, motivated individual to fill the full-time, permanent position of Executive Assistant for the Nursing Program. The Executive Assistant is expected to 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, judgment, 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.

The Executive Assistant Serves as a primary point of direct administrative contact and liaison with the MLFN health clinics, individuals, and external institutions and agencies on a range of issues. Responding to MLFN and other agencies inquiries or forwarding to the appropriate staff. Liaise with other agencies as required for the appropriate program areas.

MLTC offers a comprehensive benefit plan including Dental, Extended Health, Sick Leave and a Pension Plan match.

Duties & Responsibilities:

- Responsible for ordering vaccines and related medical supplies
- Arrange for pick up and delivery of vaccines & medical supplies from NITHA and other medical suppliers to the communities.
- Familiarity with cold chain process
- Assist with the Senior HR Officer with Managing the Relief Nurse Schedule, Payroll, Travel /Invoices on a rotational basis, as well as respond to relief nursing inquiries.
- Assisting and arranging meetings with the Nursing Program Director.
- Taking minutes, transcribing, copying and disbursing of minutes in a timely manner; collecting information packages.
- Supporting the program with organizing and planning events, i.e., conferences, workshops, in-services, lunch & learns and training i.e. First Aide
- Responsible for all administrative support duties relating to the Nursing Program / department.
- Review, create and maintain the Nursing program filing system: Hard copy files and E-files.

- Responsible for any materials, forms, inventory reports as required for primary & community health care program areas
- Other duties as assigned by immediate Supervisor and Office Manager.

Qualifications:

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.

Other:

- Intermediate to advanced computer skills and experience with computer software/database applications; ability to utilize Microsoft Office (Word, Excel, Outlook, Access, PowerPoint), E-mail, and Internet;
- Attention to detail & numerical accuracy.
- Demonstrated knowledge in office procedure; ability to maintain accurate records/filing and documentation; excellent communication, organizations and planning skills.
- Demonstrated ability to maintain accurate documentation and records; ability to manage competing priorities and meet tight deadlines.
- Able to consistently demonstrate professionalism with a strong work ethic while maintaining confidentiality and following all MLTC policies and procedures.
- An understanding and knowledge of First Nations culture, values, customs, and beliefs; ability to speak Cree and/or Dene will be considered an asset.
- Valid drivers' licence and able to travel.

If you are interested, please apply at <https://www.mltc.net/employment/>

Please be advised, applicants are required 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 Check), a copy of your valid driver's license, and three (3) recent professional *supervisory* references.

If you are having trouble with applying, please reach out to the HR Department at hrdepartment@mltc.net

For more information, please contact our Nursing Program Director @ (306) 236-5817.

Deadline: Friday, June 19, 2026

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