



**Sucker Creek First Nation
EMPLOYMENT OPPORTUNITY**

POSITION TITLE: ADMINISTRATIVE ASSISTANCE

SUMMARY:

Sucker Creek First Nation (SCFN) Consultation Department is looking to hire a full-time receptionist/administration support worker to join our team.

DUTIES:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitor
- Act as the point of contact for internal and external clients
- Invoice proponent; balances revenue and expenses of the department
- Prepare invoices and maintain accounts receivables and collections
- Prepare expense cheques for distribution
- Organizes and implements special events and participation in industry or government events such as trade fairs, workshops and open houses.

QUALIFICATIONS:

- Applicant must have a certificate in Office or Business Administration and/or a minimum of Grade 12 education
- Must have knowledge in basic receptionist skills (phone, mail, fax, etc.)
- Must know how to operate a computer and Microsoft Applications
- Knowledge in Financial System Duties
- Must be able to meet deadlines.
- Knowledge and understanding of land use industries, such as oil and gas, forestry and their practices.
- Ability to identify locations on a map is a definite asset.
- Ability to work well with other agencies, both internally and externally.
- Possess excellent and effective decision-making skills, assessment skills and organizational skills.
- Demonstrate knowledge and understanding of consultation process and issues.
- Must provide a criminal record (CPIC) check and Child Welfare Information Systems (CWIS) check. (before the interview)
- Must possess a valid driver's license and submit a driver's abstract. (before the interview)
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.
- Internal applications will be considered first, then external applications will be considered

Deadline for Applications: June 12, 2019 @ 4:30 p.m.

Please hand in your resumes, or mail or email them to;

Attention: Deborah Willier

Sucker Creek First Nation

Box 65

Enilda, Alberta

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Email: applicants@scfn.ca

Only successful applicants will be contacted