



Sucker Creek First Nation EMPLOYMENT OPPORTUNITY

POSITION TITLE: SECRETARY

SUMMARY:

Sucker Creek First Nation (SCFN) is looking to hire a full-time Secretary to provide administrative support to the Nation Manager, Administration and the RAA. The Secretary position reports directly to the Nation Manager.

DUTIES:

- Provide clerical and administrative support to the Nation Manager, Administration and the RAA.
- Ensure the confidentiality and security of all correspondence and information.
- Prepares agenda for Chief & Council meetings.
- Prepares meeting package and distributes to leadership at least two days prior to the scheduled meeting.
- Maintains a binder of minutes for Chief & Council and one for audit purposes.
- Maintains a binder of BCRs - Band Council Resolutions in numbered order for audit.
- Attends, records & transcribes minutes of all Chief & Council meetings and other meetings deemed by the Nation Manager.
- Coordinate's information sharing and communication of Chief & Council meetings.
- Prepares or coordinates presentations materials for the Nation Manager.
- Maintains calendar scheduling the Chief & Council, Nation Manager and RAA.
- Develop and or maintain a records management system, including classifying and coding electronic and hardcopy files.
- Mailing and or faxes out letters and packages as required.
- Receives visitors by greeting, welcoming, and directing them to the appropriate person.
- Performs other duties as required.

QUALIFICATIONS:

- A high school diploma with a secretarial science, or any combination of training and experience which provides the required knowledge, abilities, and skills.
- Practical secretarial experience desirable but not mandatory.
- Able to work independently and manage multiple projects concurrently.
- Excellent oral and written communication skills.
- Working knowledge of Microsoft Office.
- Must provide a criminal record (CPIC) check and Child Welfare Information System (CWIS) check, **prior** to the interview.
- Must possess a valid driver's license and submit a driver's abstract.
- Ability to speak Cree is an asset.
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

Deadline for Applications: May 12, 2021 @ 4:30 p.m.

Please Submit Resumes by:

Handing in your Resumes

Fax (780-523-3111)

Email: lillianm@scfn.ca

Mail to:

Attention: Lillian McNab

Sucker Creek First

Box 65

Enilda, Alberta T0G 0W0

****Only successful applicants will be contacted****