

# **YELLOWHEAD TRIBAL COUNCIL**

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue  
Edmonton, AB T5S 2G8

## **EMPLOYMENT OPPORTUNITY**

### **CORPORATE ASSISTANT**

YTC is currently seeking a highly motivated, forward-thinking individual to work with the YTC Legal Counsel. The Corporate Assistant role supports the YTC Legal Counsel in key legal and administrative functions. This includes drafting documents such as leases, contracts, corporate documents, and/or renewals, managing invoices, and recording meeting minutes.

#### **QUALIFICATIONS:**

- Education – Legal Assistant Diploma
- Skills – listening skills, minutes management and minute-taking skills, planning skills, communication skills and interpersonal skills, time management skills and organizational skills
- Abilities – must be task-oriented, self-motivated and energetic
- Other characteristics - familiar and known to First Nations customs, practices, and values
- Experience – Requires a minimum of three (3) to five (5) years working experience in administration support in the legal field
- Attention to detail and high level of accuracy,
- Clean Criminal Record Check

#### **SUMMARY OF DUTIES:**

Duties include flexible responsibilities encouraging the incumbent to 'work outside the box' and within reason. These include, but are not limited to, the following:

- Drafting and preparing documents
- Coordinating signatures and compiling necessary documents
- Ensure accurate documentation of all files that are received
- Managing and overseeing invoices to be paid promptly
- Maintaining and organizing minute books to ensure accurate record-keeping
- Attend meetings and take detailed notes to ensure thorough documentation of discussions and decisions
- Provide support across all areas of the organization

#### **WORKING CONDITIONS:**

- Work during the hours of 8:30am to 4:30pm Monday thru Friday
- Travel when required and a Class 5 drivers

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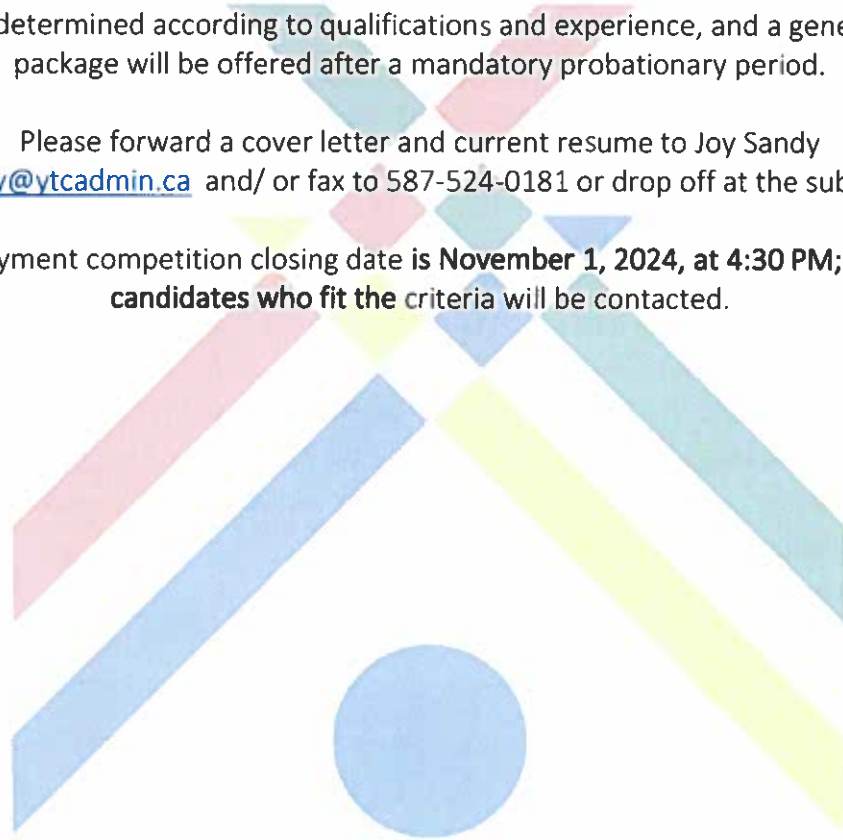
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- Able to occasionally lift items as heavy as 25 lbs.
- Manual dexterity is required to use desktop computers and peripherals.
- Required to climb two flights of stairs (3 floors)

Salary will be determined according to qualifications and experience, and a generous benefits package will be offered after a mandatory probationary period.

Please forward a cover letter and current resume to Joy Sandy  
Email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca) and/ or fax to 587-524-0181 or drop off at the sub-office address

This employment competition closing date is **November 1, 2024, at 4:30 PM**; only those **candidates who fit the** criteria will be contacted.



# Yellowhead Tribal Council