

YELLOWHEAD TRIBAL COUNCIL

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

Sub-office:

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

EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT

Reporting to the Chief Executive Officer and working closely with the Operations Manager, the Administrative Assistant will support the operations of the Yellowhead Tribal Council Administration and its variety of programs and services. Duties will involve organizing meetings and maintaining a functional and efficient office environment; this includes a variety of tasks that call upon the Administrative Assistant's skills with technology, organizational know-how, and ability to communicate effectively.

QUALIFICATIONS:

- Post-Secondary Degree in relevant field preferable
- Post-Secondary Diploma or Certificate in Administrative Assistant, or equivalent
- Requires five (5) years of working experience
- Previous experience with First Nations
- Excellent communication and interpersonal skills
- Ability to work in a fast paced environment
- Ability to type 65-80 WPM

SUMMARY OF DUTIES:

Duties include, but are not limited to the following

- Scheduling on-site and off-site meetings,
- Assist with internal and external communication of media,
- Maintaining executive calendars,
- Preparing meeting, event packages and agendas,
- Booking venues and any other duties such as arranging meals, any audio-visual equipment needed,
- Managing boardroom schedules, setup and taking meeting minutes,
- Maintaining inventory of supplies, furnishings, and equipment,
- Creating and maintaining office filing systems,
- Arrange travel arrangements, such as hotels, flights, arranging meals if required, and preparing all travel requisitions, prepare itineraries,
- Prepare expense reports and requisitions,
- Assisting with work plans, projects, and reports,
- Other duties as assigned.

WORKING CONDITIONS:

- Travel when requested
- Climb 3 flights of stairs
- Ability to sit for long periods of time

Salary will be determined according to qualifications and experience.

Salary range: TBD

Please forward a cover letter, current resume and a reference letter to

Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181.

MAIL TO:

ATT: Joy Sandy

3rd Floor 17304-105 Avenue
Edmonton, AB T5S 1G4

*This employment competition closing date **July 13, 2022**, or until position is filled. Only those candidates who fit criteria will be contacted.