

YELLOWHEAD TRIBAL COUNCIL

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

Sub-office:

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

EMPLOYMENT OPPORTUNITY

YTC Health Administrative Assistant

The YTC Health Administrative Assistant is responsible for providing professional secretarial and clerical support for the YTC health program and staff.

QUALIFICATIONS:

- Education – graduate from a recognized college with relevant experience
- Familiar with Microsoft Office Suite – Word, Excel, PowerPoint and Outlook
- Knowledge and understanding of First Nations Health Programs would be an asset
- Skills – superior organization, writing, time management, communication, and interpersonal skills
- Knowledge of general office, administration and bookkeeping procedures.
- Abilities – must be task-orientated, self-motivated and energetic.
- Other characteristics – sensitivity and familiarity and knowledge of First Nations customs, practices and values.
- The ability to speak one of the YTC languages (Cree, Nakota and Salteaux) is an asset.

SUMMARY OF DUTIES:

Duties include flexibility and responsibility that encourage the incumbent to “work outside the box” and within reason. These include, but are not limited to the following:

- Use word processing, spreadsheet, database, or presentation software to prepare invoices, reports, memos, letters, financial statements and other documents
- Draft correspondence and reports
- Prepare meeting agenda, attend meetings and record and transcribe the YTC Health Director meeting minutes. Maintain up-to-date minute records.
- Prepare meeting packages for the YTC Health Director meetings.
- Make travel arrangements, prepare expense reports, and coordinate the venue for the YTC of accounts.
- Handle basic bookkeeping duties such as accounts payable and receivable and the reconciliation of accounts.
- Develop and/or maintain a records management system (including classifying and coding electronic and hardcopy files).
- Prepares cheque requisitions for the YTC Health Director’s signature.
- Manage projects examples include conferences, training and/or seminars, and learning sessions.
- Assist with the contribution agreement flow including contacting Treaty 6 communities to update front-line worker contact lists, preparing conference attendance, registration forms and packages, and assisting in organizing training information packages for Treaty 6 participants.
- Maintain and operate office equipment such as fax machines, photocopiers, voice mail messaging systems and computer scanning equipment.

WORKING CONDITIONS:

- Work during the hours of 8:30 am to 4:30 pm Monday through Friday
- A reliable vehicle and valid driver's license are required for occasional travel to the First Nations Member Nations Community Health Centers.
- Manual dexterity is required to use desktop computers and peripherals.
- Required to climb two flights of stairs (3floors)

Salary will be determined according to qualifications and experience

Salary range: TBD

Please forward a cover letter and current resume to Joy Sandy

Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181 or drop off at the sub-office address

This employment competition closes date **November 3, 2023**, and only those candidates who fit the criteria will be contacted.

Preference will be given to candidates from the YTC Member Nations