



TAKLA NATION

HEALTH ▪ PROSPERITY ▪ TRADITION

TAKLA LAKE FIRST NATION POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant, Lands & Stewardship

SUPERVISOR'S TITLE: Manager/Director? Lands & Stewardship

The Administrative Assistant will provide essential support to the Director of Lands & Stewardship, and the Manager, Socio-Cultural Activities and to others in the Division. The Administrative Assistant works extensively with internal colleagues, Takla Nation members, and external agencies. An understanding of the systemic issues faced by First Nations is necessary for effective work and negotiations.

SPECIFIC DUTIES:

- Provide timely assistance with all enquiries related to Lands & Stewardship, initiate and gather necessary information to refer appropriately, or to respond effectively to queries;
- Maintain current information and resources on all Lands & Stewardship activities;
- Provide administrative assistance to the Director, Manager(s) and other staff as required, including:
 - Organize meetings, including preparing agendas and meeting materials, taking and drafting notes, distributing notes, maintaining contact lists;
 - Draft correspondence and reports;
 - Develop databases and spreadsheets;
 - Do research, compile reports as required;
- Manage the administrative budget systems for the Division, including tracking, reconciling, investigating issues;
- Maintain administrative systems, including on-line resources, files, and any library or resource systems used by the Division;
- Perform general office duties i.e. supply inventories and ordering, mail distribution, photocopying, faxing;
- Problem solve all routine administrative matters with colleagues, Finance, Human Resources and other internal and external agencies;
- Actively engage in contributing to and accomplishing the vision, mission, and goals of the Nation;
- Promote a positive work atmosphere and communicating in a professional manner that demonstrates mutual respect;
- Other related duties as assigned.

SKILLS AND KNOWLEDGE:

- Exceptional interpersonal skills, including effective problem-solving and referral skills;
- Knowledge of First Nations culture and traditions, and of systemic issues faced by First Nations people;
- An office administration certificate and minimum five years' experience at a similar level of responsibility, or equivalent combination of education and experience;
- Demonstrated organizational and office management skills;
- Proven ability to prioritize effectively, and to be flexible in a busy, demanding environment;
- Ability to use current office and computer technology effectively, including developing and managing word processing, spreadsheet construction and application, database construction and application, email, internet and web-based research;
- Demonstrated ability to write, edit and produce professional documents;
- Ability to develop and maintain efficient and effective office procedures;
- Proven ability to provide accurate, complete and current information on short notice;
- Proven ability to work with a demanding workload, changing priorities, and continuous interruptions and to coordinate activities within the Division;
- Proven ability to maintain positive working relationships internally and externally;
- Demonstrated initiative to stay informed about community and organizational changes, initiatives and opportunities;
- Demonstrated critical thinking and analysis/feedback skills;
- Demonstrated excellent oral and written communication skills, including ability to produce project information and data summaries;
- Ability to work independently and prioritize effectively to meet demanding work schedules and deadlines, usually beyond the control of the position;
- Proven ability to develop and maintain positive working relationships internally and externally;
- Demonstrated ability to maintain confidentiality;
- Ability to work positively in a busy, demanding environment.

Deadline Date: May 11th, 2018 at 3:00 pm

Interested individuals please forward your Cover Letter and Resume to Takla Nation, Human Resources for Attention of Shannon West at hr@taklafn.ca

Thanks in advance to all the applicants that have applied for the Administrative Assistant position, but only selected candidates will be contacted.