



Cowessess First Nation #73

Employment Opportunity

Cowessess First Nation Housing and Infrastructure is now accepting resumes for the following position:

POSITION: Administrative Officer

CLASSIFICATION: Full Time

JOB SUMMARY: The Administrative Officer is an administration support position to the Housing and Infrastructure Department. The Administrative Officer is supervised on a daily basis by the Housing Director. S/he will be responsible for data entry, administrative support and will assist in photo copying, faxing and memos. As well as any other duties that may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be cordial and of pleasant character that possess the ability to meet and greet the public in a professional manner.
- Knowledge of office procedures mandatory.
- Must possess the ability to type at least forty (40) words per minute with accuracy.
- Must possess the ability to work under pressure to meet deadlines and possess excellent time management skills.
- Provide data entry on a regular basis.
- Requires basic knowledge of computer, photocopier, fax machine, and any other office equipment.
- Have sufficient knowledge of computer programs; ie: Microsoft Word and Excel.
- Possess the ability to take direction and work with minimum supervision.
- Be punctual and dependable.
- Ensure that confidential matters remain confidential.

Salary is negotiable.

Please **FORWARD** resumes with three (3) written **REFERENCES** to the following:

Human Resource Office
Cowessess First Nation
P.O. Box 100
Cowessess, Saskatchewan
S0G 5L0

Tel: (306) 696-2520/Fax: (306) 696-2767

Email: ava.acoose@cowessessfn.com

DEADLINE for resumes shall be **NOT LATER** than **4:30 p.m. July 19, 2019.**

Only those selected for an interview will be contacted.