



Competition No.: **2024-016**
Position: **Administrative Assistant**
Classification: **AY3 Salary Scale: \$43,003.59 - \$49,155.51**
Conditions:

- Full time permanent

Department: **Poplar River Community Based Team**
Location: **Poplar River First Nation, MB**
Closing Date: **Open until filled**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**

Applications can also be dropped off at the Local CFS Office

Reporting directly to the Supervisor, the successful candidate is responsible for providing administrative and clerical services. Services provided are in accordance with the cultural values and beliefs of the Southeast First Nation Communities.

RESPONSIBILITIES:

- Carries out prescribed procedures for opening the office in the morning and closing the office at day's end.
- Greeting the public; receives/screens visitors; assists visitors courteously and promptly and directs them as appropriate.
- Answers telephone calls and processes daily mail (including maintaining a log of all incoming and outgoing correspondence).
- Performs all clerical duties including the scheduling and confirmation of appointments; processing financial paperwork including purchase orders, cheque requisitions, etc.
- Files, labels, copies, and retrieves documents, word processes reports, forms, correspondence, minutes, etc.
- Inputs data into CFSIS and maintains caseload documentation in compliance with CFS regulations, Southern Authority, and legislation.
- Supports other unit members and engages in positive team building exercises; works well with co-workers, is supportive and cooperative; provides orientation for new unit staff regarding administrative procedures.
- Composes, edits, and updates all relevant documentation.
- Operates fax machine, photocopier, computer, shredder, etc.
- Maintains the Unit's attendance records and submits to Human Resources accordingly (including all leave forms, biweekly spreadsheets, yearly spreadsheets, etc.).
- Other duties as per operational needs or as assigned by Supervisor.

QUALIFICATIONS:

- High school graduate (post-secondary education and/or training would be considered an asset).
- Proficient with Microsoft Office (i.e., Word, Excel, and Outlook).
- Working knowledge of CFSIS will be considered an asset.
- Demonstrated ability to work independently as well as part of a team.
- Excellent oral and written communication skills.
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and, Prior Contact Check.
- Valid drivers license and reliable vehicle.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare in their cover letter.** We thank all who apply, however, only those who selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

Berens River First Nation - Black River First Nation - Bloodvein First Nation- Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation