



Competition No.: **2024-122**  
Position: **Administrative Assistant**  
Classification: **AY3 Salary Scale: \$41,333.70 - \$47,246.74**

- Full Time Term Permanent (Unionized)
- Preference will be given to internal candidates
- An eligibility list may be established for future openings

Conditions:  
Department: **Bloodvein City Unit A**  
Location: **1410 Mountain Ave, Wpg**  
Closing Date: **January 13, 2025**  
How to apply: **Email: [apply@secfs.ca](mailto:apply@secfs.ca) Fax: 204-594-0499**

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:

- Provides reception coverage when required including; opening and closing the office; greet/receive/screen the public, assisting courteously and promptly, directing the public appropriately; answer telephone calls and processes the daily mail (maintains a comprehensive log of all incoming and outgoing correspondence).
- Performs all clerical duties including the scheduling and confirmation of taxi requests; processing financial paperwork including purchase orders, cheque requisitions, etc.
- Files, labels, copies, and retrieves documents, word processes reports, forms, correspondence, minutes, etc.
- Inputs/uploads data into CFSIS and maintains caseload documentation in compliance with CFS regulations, Southern Authority, and legislation.
- Regularly updates the Unit's excel databases, phone lists, and other 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.).
- 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.
- 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 Abuse Registry; and Prior Contact Checks.
- Valid drivers license and reliable vehicle.

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. **All Indigenous applicants are asked to self-declare within 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**