



## Administrative Assistant (Summer Student)

FORT MCMURRAY, AB

Fort McMurray First Nation Group of Companies (FMFN Group) is the proud business entity of the Fort McMurray #468 First Nation. FMFN Group contributes to the overall growth and sustainability of our community by working with local businesses and industry partners. With over 30 years' experience, FMFN Group has become a leader in providing heavy construction and mining services in the Wood Buffalo Region of Northern Alberta.

### JOB DETAILS

Administrative Assistant will be responsible for providing administrative support, including the data entry, answering the phones and filing documents

**This is a temporary full-time position commencing July 04, 2022, and ending on or before August 26, 2022**

### RESPONSIBILITIES

- Receive, direct and relay telephone messages and fax messages
- Direct internal and external customers to the appropriate staff member/contact
- Open and date stamp all general correspondence
- Maintain an adequate inventory of office supplies
- Maintain and update distribution lists, phone lists and other databases
- Perform administrative duties such as data entry, typing memos, taking meeting minutes, faxing, photocopying and distributing aforementioned to appropriate individuals.
- Maintain various databases and generating monthly and weekly reports
- Perform other related clerical duties as assigned

### QUALIFICATIONS

- High School Student
- Computer knowledge
- Must be dependable and reliable.
- Must be physically able to perform all duties
- Familiar MS Office applications (Excel, Outlook, Word, Powerpoint) and other computer systems
- Strong verbal and written communication skills
- Excellent customer service focus, with an ability to work collaboratively with others

### HOW TO APPLY:

Please email your resume to [HR@fmfngroup.com](mailto:HR@fmfngroup.com) . FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted.