



FORT McMURRAY 468
FIRST NATION

EMPLOYMENT OPPORTUNITY

Administrative Assistant

JOB OVERVIEW:

Reporting to the Child and Family Services (CFS) Manager, the Administrative Assistant will work independently with little or no supervision and support all activities related to the CFS department, as well as any required administrative tasks and duties.

RESPONSIBILITIES:

- Manage day-to-day administrative tasks, including answering phones, responding to emails, and in person inquiries from members and handling confidential correspondence
- Assist with organizing and scheduling CFS events, meetings, appointments and issuing internal and external communications.
- Arrange travel bookings for the department including but not limited to flights and hotels
- Coordinate the logistical aspects of CFS programs, such as meetings, seminars, conferences, special projects, and events. This includes booking venues, ordering supplies and food, and assisting with setting up prior to events and taking meeting minutes as required
- Prepare and edit documents, meeting packages, reports and presentations for the CFS Manager
- Assist with data entry and filing paperwork accordingly to ensure an accurate and organized system
- Perform finance duties including maintaining receipts, invoicing, coding credit card statements and other financial responsibilities
- Prepare and analyze information for submission of summary/or reports to FM468FN members and C&C
- Perform all other duties as required

Requirements:

- Grade twelve (12) Diploma or equivalent required
- Office Administration Certificate or Diploma is considered an asset
- 1-2 years of experience in an Administrative role
- Criminal Record and Vulnerable Sector Check required
- Current valid class 5 Alberta Driver's License with a clean drivers abstract
- Proficient with computer skills and good working knowledge of applications including Microsoft Word, Excel/Access, PowerPoint, Outlook
- Solid keyboarding skills with a typing speed of a minimum of 60 words per minute
- Ability to work independently as well as in a team, good verbal, and written communication skills
- Ability to manage multiple tasks and set priorities
- Excellent organizational and planning skills with a proven ability to problem-solve
- Able to work a Monday-Friday schedule with weekends and evenings required depending on events/programs scheduled
- Willingness to travel for work if required
- Preference will be given to candidates who identify as Indigenous

Interested candidates should submit their resume to hr@fmfngroup.com or submit an application at <https://fmfn468.com/careers>.