



Administration Assistant Employment Opportunity Part-time Term Wellness Centre

The Chiefs and Councils of James Smith Cree Nation, Chakastaypasin Band, and Peter Chapman Band are committed to developing and implementing a Wellness Centre Project which will focus on the supports and services that our communities need.

Position

Under the supervision of the Wellness Centre Project Sponsor(s), and indirectly the Wellness Centre Working Group (WCWG), the Administrative Assistant is responsible to provide direct support to the Wellness Centre Project Sponsor(s) as well as perform a range of administrative tasks to support the WCWG, project managers and project teams, helping to streamline processes, maintain accurate documentation, and facilitate effective communication between stakeholders.

Qualifications

- High school diploma or equivalent; additional education or certification in project management or administration is a plus (a combination of relevant education and experience may be considered).
- Proven experience in administrative support or project coordination roles.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Proficiency in office productivity software (e.g., Microsoft Office suite) and tools.
- Proficiency in project management software and tools is an asset.
- Excellent communication skills, both written and verbal, to interact effectively with team members and stakeholders.
- Ability to work collaboratively within a team and take initiative to complete tasks independently.
- A proactive approach to addressing challenges.
- Adaptability and flexibility to work in a dynamic project environment.
- Knowledge of project management principles and methodologies is advantageous.

Required Skills and Abilities

- Superior interpersonal and communication skills, both verbal and written.
- Excellent listening skills and ability to carry out directions promptly.
- Excellent time management skills and the ability to prioritize multiple demands.
- Ability to work independently with minimum supervision as well as be a team player when required
- Ability to maintain strict confidentiality relative to Wellness Centre operations
- Ability to deal effectively with a broad range of stakeholders and members of the community.
- Accurate note taking, proofreading, and filing skills.

- Display a professional appearance and a positive attitude.

Supervision of Staff

This position does not involve the supervision of staff.

Duties and Responsibilities

Without restricting the general description above, the Administrative Assistant shall perform such duties and responsibilities as may be assigned, including but not restricted to the following:

- Documentation Management
- Communication Coordination
- Data Entry and Reporting
- Resource Coordination
- Budget and Expense Tracking
- Risk and Issue Management
- Meeting Support
- Project Software and Tools
- Quality Assurance
- Change Management Support
- Administrative Assistance
- Other duties as assigned by the Project Sponsor(s) or WCWG.

Judgment, Independence, Client Contact and Confidentiality

At no time should the Administrative Assistant discuss in public any personal or private information about anyone connected with the Wellness Centre Project. The Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the community by the Wellness Centre Project Sponsor or WCWG organization. Breaching confidentiality is a serious violation of acceptable conduct.

Independence

The Administrative Assistant is expected to work independently and as a team member of the WCWG.

Working Jointly with Other Staff on Common Assignments or Tasks

This position involves working jointly with the WCWG, other support staff, etc. as required daily in support of the goals of the Wellness Centre Project.

Responsibility for Quality of Assigned Work

The employee is under the supervision of the Wellness Centre Project Sponsor and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid

Competitive Salary is to be offered, comparable with other Administration Assistant salary grids, along with pension and benefits.

Application Process

This position is based out of the James Smith Administrative Office, located in James Smith, SK.

Applicants are encouraged to submit their resume, along with a cover letter and any supporting documentation, electronically, in Word format to:

Human Resources

If you require further information or to submit your application please contact or email, jacklynburns@ecfnea.ca

The deadline for Applications is Open until position is filled.

We wish to thank all applicants who apply for these positions. However, not all applicants will be contacted. Only those that meet the requirements we are seeking will be contacted as to the next steps in the process.