



# Little Salmon Carmacks First Nation

Together today for our children tomorrow.

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December 2, 2021

## Employment Opportunity

### **Implementation Administrative Assistant Permanent Full-time**

#### **Education and Experience:**

Grade 12 or equivalent and/or certification in Office Administration and/or relevant experience in an office environment in an administrative and supportive capacity. You should have knowledge of the Little Salmon/Carmacks First Nation Final and Self-Government Agreements, familiarity with how the Little Salmon/Carmacks First Nation Government is run, Northern Tutchone Culture, Language and History, good oral and written communication skills, computer skills and the ability to work effectively with our citizens, agencies and other levels of government. Must be living a healthy lifestyle. **Confidentiality is a must.**

**Duties:** Under the general direction of the Implementation Manager, this position is to be mentored to learn the responsibilities for general administrative assistant duties in the Implementation Department. This position is required to research information on specific projects as directed by the supervisor to help promote efficient and effective operation of this department by:

- ensuring the office environment is well organized by maintaining filing system, prioritizing and organizing correspondence;
- setting-up and maintaining any required information tracking systems for the department;
- drafting memos, reports, summaries, letters, forms, documents, and other general office information when asked by department staff;
- taking meeting minutes and providing administrative support for meetings and consultations;
- special project work including research, compilation and analysis of information (new and archived);
- training in negotiations;
- attending meetings/negotiations as required;
- fill in when Implementation Manager is away;
- some travel may be required;
- willing to take personal & professional training as required;
- other duties as required by Implementation Manager.

#### **LSCFN Recruitment Policy will apply.**

If you are interested, please submit your expression of interest along with your resume by 4:30 P.M., December 14/21 to: Attention: Doris Johnson, Human Resource Officer  
Little Salmon Carmacks First Nation  
PO Box 135, Carmacks Y.T. Y0B 1C0  
Phone: (867)863-5576 ext 280 Fax: (867)863-5710  
Email: [resume@lscfn.ca](mailto:resume@lscfn.ca)

If you require a job description, please feel free to contact us.