



Little Salmon Carmacks First Nation

Together today for our children tomorrow.

May 4, 2023, 2022

Employment Opportunity

Health and Social Administrative Assistant

Health and Social Department

Permanent Full-Time

Salary: \$64,260.86. - \$76,812.46

Qualifications:

Completion of at least 1 year's post-secondary education or an equivalent combination of education, training and work experience in a First Nations work environment. Knowledge of LSCFN's history, culture, demographics, goals and aspirations. Knowledge of LSCFN self-government agreements, Knowledge and understanding of LSCFN's Dooli Traditional Laws and Practices as it relates to Health and Social issues, Knowledge of basic office procedures, handling of correspondence, mail, telephone calls and specific computer hardware and software; Telehealth System.

Duties:

- Maintain all office equipment and procedures related to Microsoft word processing, information storage and retrieval, and the general organization of people and events associated with the operations of the office;
- Assist other Health and Social Program and Department employees with tasks related to word processing, information retrieval and information organization by taking messages, send fax, provide reminders related to priority tasks, and assist in information research related to operations of the department;
- Assist employees to document and catalogue information such as meeting notes
- and reports in paper copy and electronic copy;
- Provide support and assistance to organize meetings or events related to the operations of the department by developing and sending out notices to participants, book required rooms, arranging for refreshments, ensuring all audio/visual equipment and needed supplies are arranged and in good working order and taking minutes of meetings if required;
- Complete all travel forms for employees, and medical travel as needed;
- Make arrangements related to travel for employees such as hotel booking and flight organization and booking as needed;
- Other duties as required

LSCFN Recruitment Policy will apply.

If you are interested, please submit your expression of interest along with your resume by 4:30P.M.

May 17, 2023 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

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

Caring, Sharing, Respect and Teaching

Post Office Box 135, 52 Njnrò, Carmacks, YT, Y0B 1C0

Phone (867)863-5576 Fax (867)863-5710