



THE KEY FIRST NATION Office Administrator

General Description

The Key First Nation is in looking for a dedicated office administrator to complement our existing management to build an efficient administration system. The position will be responsible for the organization and supervision of all office administrative activities that will facilitate the smooth running of all band programs.

Job Purpose

The office administrator will be accountable for the overall performance of the administrative details. To be successful as the office administrator, you need a vast array of skills and experience to manage relationships, schedule meetings, plan events, and oversee all administrative functions.

Education & Experience Requirements

The Office Administrator must have a degree or diploma from a recognized educational institution in business administration, management, human resources and at least three (3) years' in office administration. Knowledge of ISC and Health Canada and other First Nation agencies will be an asset.

Primary Responsibilities and Duties

- implement administrative policies and procedures
- supervise staff
- submit and upkeep payroll and employee files
- oversee maintenance and repair of office equipment, phones, IT, websites, or communication systems
- maintaining complete and accurate records on customers, billing, accounts, deliveries, and orders

Experience, skills and abilities

- well-developed interpersonal skills
- ability to manage and motivate staff
- skill with problem-solving, negotiation, and time management
- tact and discretion while handling highly confidential information
- detailed knowledge of office equipment
- close attention to accuracy and detail
- a multidisciplinary approach to business
- ability to lead staff and supervise staff

Salary: To Commensurate with qualifications

Combination of education, relevant training and work experience will be considered.

Preference will be given to those of Aboriginal ancestry under exemption E-96 of the Human Rights Code.

APPLICATIONS MUST BE RECEIVED BY: March 29, 2019 at midnight

Only those candidates shortlisted for an interview will be contacted. Shortlist candidates must be able to provide a current original copy of the Canadian Criminal Records Check at the time of the interview and three (3) professional written reference letters.

Please submit resume applications and cover letters to:

Attention: Director of Operations – Joanne Griffith Email: J.Griffith@keyband.ca or fax 306-594-2545