



Sioux Valley Dakota Nation  
Employment Opportunity  
**Administrative Assistant**

*Sioux Valley Daycare*  
Full-time, Permanent

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**POSITION SUMMARY:** The Administrative Assistant will be responsible for supporting the Director. We are looking for someone with excellent communication skills and an upbeat attitude to fill this position. The individual is not only responsible to oversee reception in an organized and friendly manner, but is responsible for scheduling meetings, and assisting with the office oversight in general.

**DUTIES INCLUDE:**

- Administration duties such as photocopying, fax, memos, etc.
- Greet all person(s) entering establishment, and direct/escort them to their destination in a professional manner
- Maintain phone lines (direct calls, take messages, provide general information, etc.)
- Intake messages and all incoming requests
- Filing and organizing incoming/outgoing correspondence
- Developing a filing system and transferring all documents to electronic files
- Maintain office area (empty garbage, vacuum, etc.)
- Order supplies for department, maintain office inventory
- Meeting preparation, as well as minute taking, developing and distributing meeting agendas, and typing reports
- Other duties as assigned

**QUALIFICATIONS:**

- Grade 12 Education or equivalency with at least 2 years experience in the administrative field considered an asset
- Good time management and organizational skills
- Proficient with Microsoft programs (Outlook, Word, Excel, Access, and PowerPoint)  
Organizational skills and the ability to work independently and as a team
- Strong communication skills
- Ability to respect and promote confidentiality
- Valid Class 5 Driver's License as asset
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

**Competition Number: 202267**

**APPLICATION DEADLINE: Friday, June 10, 2022, at 4:00 p.m.**

*Submit Cover letter and Resume indicating Competition Number:*

Human Resources Department  
Sioux Valley Dakota Nation  
P.O. Box 38  
Griswold, Manitoba R0M 0S0  
Phone: 204-855-2760 Fax: 204-855-2131  
E-mail: [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com)

*We thank all who apply but only those selected for an interview will be contacted.*