



Sioux Valley Dakota Nation
Employment Opportunity
Administrative Assistant
Infrastructure
Full-time, permanent

POSITION SUMMARY: This role is a dual-function position that involves general administrative duties as well as specialized tasks related to fleet administration. Reporting directly to the Director of Infrastructure, the Administrative Assistant will play a key role in maintaining administrative systems and facilitating the effective management of the vehicle and equipment fleet.

DUTIES:

General Administrative Duties:

- Assist the Director of Infrastructure in planning and organizing meetings, agendas, and communications.
- Maintain accurate files and documentation, both digital and paper-based.
- Handle email correspondence, phone calls, and other forms of communication.
- Prepare reports and presentations as required by the Director of Infrastructure.
- Coordinate cross-departmental initiatives and facilitate inter-departmental communication.
- Other duties as may be assigned

Fleet-Specific Duties:

- Oversee the daily operations of fleet management, including scheduling maintenance and repairs.
- Keep records of vehicle statuses, licenses, and other relevant data.
- Coordinate the acquisition and decommissioning of vehicles and equipment.
- Assist in the implementation of fleet policies, procedures, and best practices.
- Prepare fleet-related reports, and present insights and recommendations for improvements.
- Other duties as may be assigned

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Public Administration, or related field.
- A minimum of 3 years of administrative experience, with at least 1 year focused on fleet or infrastructure management.
- Proficiency in Microsoft Office Suite, particularly Excel and PowerPoint.
- Excellent organizational and multitasking skills.
- Strong written and verbal communication abilities.
- Understanding and respect for First Nation culture and governance.
- Valid driver's license is required.

Submit Cover letter and Resume indicating Competition Number: **2023108**

Human Resources Department

Sioux Valley Dakota Nation

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This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted.