



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

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
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies
- Meeting preparation, as well as minute taking, developing and distributing meeting agendas, and typing reports
- Maintain polite and professional communication via phone, e-mail
- Other duties as assigned

QUALIFICATIONS:

- Grade 12 Education or equivalency with at least 2 years experience in the administrative field considered an asset
- Strong time management skills
- 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 is an asset

Competition Number: 2022146

APPLICATION DEADLINE: Open Until Filled

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: hrapplications@svdngovernance.com

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