



# WHITECAP DAKOTA NATION

## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE ASSISTANT – CHIEF AND COUNCIL OPERATIONS

*We are a modern and progressive Nation located 26 km south of Saskatoon, and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation and great benefits. Apply to join our team today and see what the Whitecap Dakota Nation is all about.*

#### **POSITION SUMMARY**

Administrative assistants provide support to managers, other employees, and office visitors by handling a variety of tasks to ensure that all interactions between the organization and others are positive and productive. The Employee will act as Administrative Assistant to the Council of WDN and provide support to Whitecap Dakota Nation's self-government (S-G) initiative.

**EMPLOYMENT TYPE:** Full-time, Permanent

#### **DUTIES AND RESPONSIBILITIES:**

The following duties are a summary of the primary responsibilities. The incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the WDN and reporting to the Director of Self-Government, the Employee will:

- provide consistent and confidential administrative support to the WDN Chief and Council;
- screen all incoming calls, inquiries, visitors, and correspondence, and route accordingly;
- support and maintain filing systems, record keeping and document management;
- provide administrative support for all events pertaining to each Councillor's unique portfolio;
- provide administrative support to the Western Chiefs' Economic Alliance and other partnerships including:
  - arrange external meetings as required or directed, including meeting invitations, reservations, organization of materials and IT needs, room set-up & logistics, and sending reminders to invitees as required;
  - assist in coordinating calendars as required or directed;
  - prepare and distribute correspondence as directed;
  - review and update individual Outlook calendars as required;
  - correspond with outside agencies and organizations as directed;
- provide logistical and administrative support for WDN Cultural events including Prayers, Feasts, Pipe Ceremonies, Drum Groups, and others as requested;
- liaise with WDN Well-being staff and participate in meetings that involve events held in the Community;
- prepare purchase orders, cheque requisitions, and other financial administrative support as required or directed;
- support and follow all safe work policies and procedures;
- attend and successfully complete all OH&S training as assigned / required;
- provide support for safe work best practices with peers and team members; and,
- other related duties that may be assigned.



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#### KNOWLEDGE, SKILLS AND/OR ABILITIES

- ✓ Completion of a college diploma in business administration or a related administrative services field is required
- ✓ University bachelor's degree would be an asset
- ✓ 3-5 years' experience in providing executive level administrative services
- ✓ Demonstrated ability to use discretion and always maintain confidentiality
- ✓ Exceptional working knowledge of Microsoft office suite: Word, Excel, Outlook (scheduling meetings/ managing calendars) and PowerPoint
- ✓ Strong knowledge/experience in social media and website administration
- ✓ Excellent verbal and written communication skills with the ability to draft confidential and formal correspondence
- ✓ Experience in providing support services such as making travel arrangements (including on-line), note taking, minute taking, report processing, managing telephone calls, organizing events, and filing, etc.
- ✓ Ability to assume responsibility and work independently
- ✓ Knowledge of Dakota language and culture is an asset
- ✓ Must possess a valid Saskatchewan driver's license
- ✓ The successful candidate shall be subject to a Criminal Record Check as a condition of employment

#### SALARY AND BENEFITS

- Competitive salary based on qualifications and experience
- Pension eligibility, Health benefits, Employee and Family Wellness program

## APPLICATION PROCESS

Submit cover letter and resume by email to:

[employment@whitecapdakota.com](mailto:employment@whitecapdakota.com)

**APPLICATION DEADLINE – June 28, 2024**

*We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.*