

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title:** MISD Administrative Assistant

**Department:** Montana Integrated Services Department

**Closes:** Friday May 14, 2021

Montana First Nation is seeking a highly motivated individual to work as the MISD Administrative Assistant. As a member of the Montana Integrated Services Department (MISD), the incumbent will be required to participate in the "One Window Approach to Service Delivery", and will be working with the MISD Director and MISD Coaches to support and coordinate all MISD office activity. The MISD Administrative Assistant reports to the MISD Director and Director of Health.

### **Duties and Responsibilities:**

Working directly with the entire MISD department and the Montana Administration, the MISD Administrative Assistant effectively organizes, schedules and communicates MISD meetings, appointments, client files, accounts payables and other financial duties, as well as any other duties and responsibilities required for the day to day successful operations of the MISD Department including but not limited to:

- Perform an array of Administrative duties including, clerical, financial and receptionist duties
- Greeting and directing all incoming clients and visitors
- Refer all inquiries to appropriate individuals or programs
- Maintains and organizes office logs, records and files
- Process incoming and outgoing mail
- Submit monthly reports to the Directors and to Finance
- Maintain a purchase order system
- Ensure timely and accurate payments of Utilities and processing of Income Support cheques
- Maintaining accurate documentation and records, and ensuring Filing is up to date and in order
- Prepares quarterly File Audits and maintains file storage in line with FOIP Standards and Practices
- Must demonstrate a working knowledge of information management and storage of information
- Have a helping attitude and skilled at resolving issues to create a successful outcome
- Provides Administrative support to all MISD Units as required

### **Qualifications and Requirements:**

- Business Administration or Management Degree or Diploma preferred
- Minimum Grade 12 High Diploma or Equivalent required
- Office Administration Certificate or equivalent
- Minimum 2 years in a related role
- Proficiency in Accounting software and spreadsheet programs
- Professional approach with all team members, managers, clients and stakeholders
- Highly ethical and able to maintain high level of confidentiality
- Professional and customer-service orientated with superior telephone manners
- Able to deal with people calmly, sensitively, tactfully, diplomatically and professionally in stressful or busy situations
- Proficient with filing systems and basic data base management
- Punctual, reliable, innovative, demonstrate initiative, tact and discretion, strong organizational skills required with the ability to work under pressure, meet tight deadlines and handle competing priorities; ability to multi task
- Must be proficient with computers and computer office programs, including key boarding and word processing
- Knowledge and understanding of the Montana First Nation reserve, membership, language, culture and traditions
- Practice the utmost level of professionalism, be reliable and punctual at all times
- Must be willing to sign and Oath of Confidentiality and must abide with all MFN Policies and Procedures for Employees
- Clear Criminal Record Check and Child Welfare Intervention Check
- Valid Class 5 Driver's License and reliable transportation

Please send your **Cover Letter, Resume, Criminal Record Check (CRIM), Child Welfare Check (CYIM), and 3 Employment References** to:

Montana First Nation – Administrative Manager

PO Box 70, Maskwacis AB, T0C 1N0

Phone: 780-585-3744 ext.226

Fax: 780-585-3264

Email: [leannelouis@montanafirstnation.com](mailto:leannelouis@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education.