



Office of the Onikanew

Box 942

Slave Lake, Alberta

T0G 2A0

## **Administrative Support Worker**

### **Summary:**

Reporting to the Onikanew or representative, operates and assists with maintaining all child and administrative files, assists with workshops, conferences and meetings, and provides administrative support services to the Office of the Onikanew.

### **Duties and Responsibilities:**

- Assisting in the development and maintenance of effective filing and recording practices.
- Entering relevant data into the system and ensuring the filing system is maintained and up to date.
- Ensuring the Onikanew or representative receives reports, as required.
- Transferring and receiving files into the database, with approval from the Onikanew or representative.
- Maintaining the database equipment, reporting any problems to the Help Desk and ordering any required supplies.
- Assigning/reassigning ID numbers as necessary and submitting requests to add or delete IDs to the database.
- Gathering and locating information required to be inputted into the database.
- Promptly responding to all incoming telephone calls with a positive greeting, determining the caller's identity, purpose of the call and promptly directing the call to the appropriate personnel or contact
- Recording messages from visitors and incoming telephone calls for individuals who are unavailable to take the call and ensuring that the messages are effectively communicated to the appropriate individual
- Assisting the Onikanew or representative with minutes for staff or IGB meetings.
- Working with Services Providers to ensure the telephone system, computers, internet and the network are working properly.
- Assist with creating program pamphlets and brochures as required.
- Booking meeting space and taking minutes for staff meetings.
- Ensuring the Office is maintained with general supplies and forms.

The Administrative Support Worker is a key team member and may be asked to carry out additional duties and activities related to the effectiveness and successful implementation of the Office of the Onikanew.

### **Knowledge and Skills:**

**Education:** A post-secondary Certificate or Diploma in Office Administration or related field or extensive equivalent knowledge and experience in office administration

**Skills and Experience:** sound understanding of office administration and office procedures; understanding of management information requirements; proficiency in computer-based word processing and power point software programs; strong planning and organizational skills; good writing skills; understanding and experience with First Nations' programs and organizations and with federal and provincial programs.

**Additional requirements:** current and valid Alberta driver's license; own vehicle or access to a vehicle with \$2M auto liability insurance; Child and Youth Information Module (CYIM) and Canadian Police Information Center (CPIC) clearances; submit to oath of confidentiality; personal or access to telephone; current first aid certificate (note: training will be provided if certificate not currently held); ability to speak and/or understand the Cree language a strong asset.

Submit resumes to [careers@ktccfs.ca](mailto:careers@ktccfs.ca)

**Submission Deadline to apply:**

**June 14<sup>th</sup> 2024 at 4:30 p.m.**

**We thank all applicants, selected applicants will be contacted for interviews**