Awas'ak Family Services

Office Administrative Worker/Custodian

Loon River First Nation

Summary:

Are you passionate about being part of a team that helps people get through a difficult time in their life? Are you passionate about providing care with respect and nurturing the seeds of change in the lives of vulnerable people? If this sounds like you, Awas'ak Family Services is looking for an Office Administrative Worker/Custodian. Reporting to the Operations Manager, is responsible for assisting with the overall coordination of the administrative activities of Awas'ak Family Services and for providing administrative and other clerical services for the Coordinators and office.

Duties:

- Provides assistance with the coordination of the administrative and office activities by maintaining office systems and procedures; organizing and preparing for meetings.
- Provides both incoming and outgoing mail and messenger services.
- Arrange travel related bookings for staff (e.g. hotels, meeting venues etc.).
- Creation of letters and other documents via dictation (typing, proofing and sending letters, notices, emails, contracts etc.).
- Assist with the set up and maintenance of files, key files, file labels, both electronic and paper for all departments.
- Maintains a working knowledge of the Awas'ak Family Services policies and procedures.
- Maintaining office equipment and ensuring timely repairs; responsible for ordering office supplies; maintaining an inventory of organizations property including equipment and supplies.
- Assist HR with on boarding/hiring packages etc.
- Assist Finance with proper coding, gathering payment documents, ensuring all information is accounted for and approved.
- Ensure office is clean and in orderly condition, perform all cleaning duties and routine maintenance activities to ensure cleanliness and sanitary conditions.
- The Office Administrative Services Worker/Custodian is a key member of the team and may be asked to carry out additional duties and activities related to the effectiveness and successful implementation of the Awas'ak Family Services Program.

Knowledge & Skills:

Education : A post-secondary Certificate in Office Administration or related field or THREE years equivalent knowledge and experience in office administration would be an asset.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with $2M auto liability insurance (when required to use own vehicle); First Aid/CPR and WHMIS training, **Please note that only applications that include the required Intervention Record Check and Canadian Police Information Centre (CPIC) clearances (within 6 months) will be considered;** Applications submitted without the required clearances will not be reviewed. Submit to oath of confidentiality; personal telephone or access to telephone; be willing to adhere to agency drug & alcohol policy; Alcohol and drug testing pre-screening will apply; ability to speak and/or understand the Cree language a strong asset.

Salary will be based on academic & professional qualifications

~ Open until suitable candidate is found ~

careers@ktccfs.ca

Applicants are thanked in advance, selected applicants will be contacted for interviews