



## DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES EMPLOYMENT OPPORTUNITY

<b>POSITION:</b>	<b>Administrative Assistant – Logistics</b> <b>Dakota Ojibway Health Services (DOHS) – Logistics Team</b>
<b>ADVERTISEMENT #:</b>	<b>2627-03</b>
<b>LOCATION:</b>	<b>Dakota Ojibway Health Services</b> <b>200-200 Alpine Way, Headingley, Manitoba</b>
<b>SALARY:</b>	<b>Based on education and experience</b>
<b>INTERVIEWS:</b>	<b>To be determined</b>
<b>CLOSING DATE:</b>	<b>Opened until filled</b>

### ADMINISTRATIVE ASSISTANT - LOGISTICS

The Administrative Assistant is responsible for providing administrative and clerical services in order to ensure effective and efficient operations to the Logistics & Coordination Program. The Administrative Assistant will provide administrative support in an environment where confidentiality is required under all areas of the Health Services programs. The Administrative Assistant will report to the Logistics Coordinator.

#### KEY RESPONSIBILITIES:

- Provide administrative support to the Logistics & Coordination program
- Schedule & maintain meeting/event arrangements for Logistics Coordinator; communicate any changes to meetings and arrangements that may be made. Keep itinerary up to date, including schedules and events, up to date for the Logistics Coordinator
- Perform advanced secretary functions and carry out tasks for Logistics Coordinator; transcribe and keep recorded meeting minutes, prepare financial documents, as well as type correspondence and other material on general and technical subjects using correct grammar and punctuation
- Maintain accurate filing system and database relevant to information (ex: legal & policy documents) to the Logistics Coordinator
- Respond to daily inquiries by telephone or in person. Ensure all outgoing correspondence is mailed/faxed/emailed on a daily basis
- Provide technical experience/ability with MS Office software including MS Word, Excel, PowerPoint, and Outlook.
- Ability to acquire skill in the operation of common/modern office equipment: ex: projector, digital camera, fax, etc.

#### QUALIFICATIONS:

- Minimum Grade 12 or completion of a recognized diploma or equivalent
- 2 – 3 years' experience as an Administrative Assistant
- Excellent communication and interpersonal skills including ability to work in a team environment are necessary
- Must be able to work independently with minimal supervision and use own initiative/judgment in making sound decisions
- Must have knowledge of the culture, traditions, attitudes, socio-economic conditions of the First Nations communities and their structures
- Knowledge of the health care system and First Nations and Inuit Health Branch (FNIHB) Programs & Directorates would be an asset
- Financial preparation and transcription/minute-taking skills is an asset
- Knowledge of DOTC First Nations would be an asset
- Must be organized, punctual & reliable

#### CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle

**Dakota Ojibway Tribal Council offers the following:** *to employees whom work a minimum 25 hours/week*

- Benefit Program (Extended Health, Dental, Vision, LTD)
- Employee Assistance Program
- Employer Matched Pension Plan (eligible after six months of continuous employment)

**We thank all who apply and advise that only those selected for an interview will be contacted**

**Interested applicants are invited to forward a resume and cover letter, including two (2) references to:**

**DAKOTA OJIBWAY HEALTH SERVICES**

**Attn: Human Resource Coordinator**

Ph: (204) 988-5370 Fax: (204) 947-5179

Email: [theresam@dohs.ca](mailto:theresam@dohs.ca)

**\*\*Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email\*\***