



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES EMPLOYMENT OPPORTUNITY

POSITION: **Administrative Assistant**
Dakota Ojibway Health Services (DOHS) – Logistics Team

LOCATION: **Dakota Ojibway Health Services (DOHS)**
320-300 Alpine Way Headingley, MB R4H 0E1

CLOSING DATE: **Friday, March 31, 2023 at 4:30pm**

ADMINISTRATIVE ASSISTANT

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 and the Director of Health.

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 (Including, but not limited to):

- 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

Interested applicants are invited to forward a resume and cover letter, including two (2) reference letters from most recent employers to:

DAKOTA OJIBWAY TRIBAL COUNCIL

Attn: Erica Nicholson, Human Resource Officer

Ph: (204) 239-8650. Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca