



DAKOTA OJIBWAY TRIBAL COUNCIL – SCHOOL MAINTENANCE TRAINING PROGRAM (SMTP) EMPLOYMENT OPPORTUNITY

POSITION: Administrative Assistant
LOCATION: DOTC Head Office – Portage La Prairie
CLOSING DATE: Monday, October 17, 2022 @ 4:30 p.m.

ADMINISTRATIVE ASSISTANT

The DOTC – School Maintenance Training Program requires an Administrative Assistant who will be responsible for performing a variety of general administrative and clerical services. The incumbent will provide high-quality, timely, efficient and effective services, including entering and reporting data and carrying out document and records management.

KEY RESPONSIBILITIES:

- Provide administrative support to SMTP
- Perform clerical functions such as prepare reports, certificates, documents, other correspondent materials for the program
- Prepare travel arrangements, meetings, and conference/workshop planning, with a keen attention to detail, where necessary
- Carry out document and records management (electronic and hard copy filing, archiving)
- Assist with preparation of training materials
- Operate office equipment such as computers, printers, photocopiers, laminating, and voicemail to complete programs tasks

QUALIFICATIONS:

- Minimum Grade 12 completion with a Post Secondary Education preferred
- Minimum 2 years' of administrative support experience
- Must have excellent written and communication skills
- Ability to work independently
- Good organizational, time management and prioritizing skills
- Excellent internal and external customer service skills
- High attention to detail
- Proficiency in Microsoft Office, Apple products, photocopier and other basic equipment

CONDITIONS OF EMPLOYMENT:

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

Dakota Ojibway Tribal Council offers the following:

- Benefit Program (Extended Health, Dental, Vision, LTD)
- Employee Assistance Program
- Employer Matched Pension Plan

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

Interested applicants are invited to forward a cover letter, resume and include two (2) letters of reference to:
DAKOTA OJIBWAY TRIBAL COUNCIL

Attn: Erica Nicholson

Ph: (204) 239.8650 Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca