



## DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

### EMPLOYMENT OPPORTUNITY

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

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

**CLOSING DATE:** Wednesday, February 8, 2023 @ 4:30pm

#### EXECUTIVE ASSISTANT

Under the direction and supervision of the DOHS Leadership and Clinical Team Lead, the Executive Assistant shall maintain various administrative duties for DOHS Leadership and Clinical Team Lead. The position supports internal and external programming in their pursuit to assist and build capacity to their member First Nation communities.

#### KEY RESPONSIBILITIES:

- Provide direct administrative support to the DOHS Leadership, Clinical Team Lead and Health Board
- Strong time management skills and ability to flexibly shift tasks depending on needs
- Prepare travel schedules, book travel arrangements and make reservations for DOHS Leadership; Clinical Team and Health Board
- Coordinate logistics of programs including meetings, workshops, special projects and events
- Distribute priority correspondence for leadership
- Prepare and transcribe minutes
- Ability to update website on pending events, pictures and information applicable to website.

#### QUALIFICATIONS: (including, but not limited to)

- Post-secondary education in office administration or equivalent field
- Minimum three (2) years' experience within an Office Assistant, Administrative Assistant, or equivalent capacity
- Knowledge of health care system along with Indigenous Services Canada system and their respective roles
- Strong knowledge of office procedures and practices
- Proficient in use of Apple Products and advance Microsoft Office applications
- Must have excellent written and verbal communication skills
- Strong attention to detail and interpersonal skills
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Good organizational, time management and prioritizing skills
- A high level of integrity and discretion in handling Ability to handle confidential information

#### 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) references to:

**DAKOTA OJIBWAY HEALTH SERVICES**  
Attn: Erica Nicholson, Human Resource Officer

Ph: (204) 239-8650

Fax: (204) 857-6037

Email: [humanresource@dotc.mb.ca](mailto:humanresource@dotc.mb.ca)