



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION: Office Assistant
Dakota Ojibway Health Services (DOHS) – Administration

ADVERTISEMENT # 2425-18

LOCATION: Dakota Ojibway Health Services
200-200 Alpine Way, Headingley, MB R4H 0B7

CLOSING DATE: Friday September 13, 2024 @ 4:30 p.m.

OFFICE ASSISTANT

Under the direction and supervision of the Dakota Ojibway Health Services (DOHS) Jordan's Principle Off-Reserve Supervisor, the Office Assistant is responsible to provide general office, administrative, and clerical support in order to ensure effective and efficient operations for Dakota Ojibway Health Services.

KEY RESPONSIBILITIES:

- Answer and screen all incoming calls in a professional and courteous manner, direct calls, and provide information
- Greet visitors in a professional and courteous manner and direct to the appropriate personnel/department
- Type correspondence, reports, memos, and documents as assigned
- Review all incoming mail, packages, date stamp, record in a mail log and distribute to appropriate person daily
- Prepare, record in a log, and mail all outgoing mail daily
- Maintain an organized and accurate filing system and database
- Respond to day-to-day inquiries by email, telephone, or in-person
- Prepare financial cheque requisitions and purchase orders, as assigned
- Support in minute taking for meetings as needed
- Provided assistance and support in the organization of events, as assigned

QUALIFICATIONS: (including, but not limited to)

- High School Diploma or equivalency; Post-Secondary Diploma in related field preferred
- Minimum two (2) years' experience within an Office Assistant, Administrative Assistant, or equivalent capacity
- As the first point of contact, must be highly organized, punctual, and reliable
- Knowledge of DOTC programs, services and Communities
- Proficient in use of Apple Products and Microsoft Office Applications
- Must have excellent written and verbal communication skills
- Attention to detail and strong interpersonal skills
- Excellent organizational and time management
- Ability to establish priorities, work independently, and proceed with objectives without supervision

CONDITIONS OF EMPLOYMENT:

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

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: Theresa Myran, Executive Assistant
Ph: (204) 988-5370 Fax: (204) 947-5179
Email: theresam@dohs.ca

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

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FURTHER PROCESS OF APPLICANT CONSIDERATION.