



DAKOTA OJIBWAY TRIBAL COUNCIL HOUSING AUTHORITY INC.

EMPLOYMENT OPPORTUNITY

POSITION: Office Assistant
Dakota Ojibway Tribal Council Housing Authority Inc. (DOTCHAI)

ADVERTISEMENT #: 2425-3b

LOCATION: Dakota Ojibway Tribal Council Housing Authority Inc.
130-200 Alpine Way, Headingley, MB R4H 0B7

CLOSING DATE: Monday, July 22, 2024 @ 12pm

OFFICE ASSISTANT

Under the direction and supervision of the Dakota Ojibway Tribal Council Housing Authority Inc. (DOTCHAI) Director of Housing, the Office Assistant is responsible to provide general office, administrative, and clerical support in order to ensure effective and efficient operations for Dakota Ojibway Tribal Council Housing Authority Inc...

KEY RESPONSIBILITIES:

- Perform and provide office, administrative, and clerical functions for all DOTCHAI staff
- 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
- Support in minute taking for meetings as needed

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 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

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

DAKOTA OJIBWAY TRIBAL COUNCIL
Attn: Erica Nicholson, Human Resources

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

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