



Treaty 8 First Nations of Alberta

To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.

HEAD OFFICE

Tallcree Tribal Government
Box 100
Fort Vermillion AB T0H 1N0
Telephone: 780.927.3727
Fax: 780.927.4375

SUB OFFICE

C/o Santa Fe Plaza
18178-102 Avenue
Edmonton, AB T5S 1S7
Telephone: 780.444.9366
Fax: 780.484.1465

Health Administration Support

Reporting to the Director of Health, works as an Administrative Support to the Treaty 8 Health Staff and participates and contributes as a team member in meeting the overall goals and objectives of Treaty 8 First Nations of Alberta.

MAJOR RESPONSIBILITIES:

- * Provide administrative support to the staff of Treaty 8 First Nations of Alberta Health Department and other designated committees by:
 - » Preparing meeting agendas and supporting materials for distribution;
 - » Coordinating meeting arrangements including confirming location, sending notices, arranging for meals, travel and other resources or materials/equipment that may be required;
 - » Minute taking;
- * Maintaining the flow of information between the staff of the Treaty 8 Health Department, the Health Commission, and Treaty 8 First Nation Communities;
- * Sorting incoming mail, faxes and courier deliveries for distribution and processing, preparing and sending outgoing faxes, mail and courier documents;
- * Using computer word processing, spreadsheets, PowerPoint and other computer software;
- * Coding and maintaining the filing systems to established procedures;
 - » Backing up electronic files using proper procedures
- * Assisting staff with meeting, travel and other arrangements;
- * Maintaining calendar of monthly scheduled meetings, workshops and other events and activities of the Health Department and its staff members;
- * Any additional duties and activities related to the effectiveness and successful implementation of the Health Department;
- * Provide basic financial and accounting tasks, including petty cash reconciliation, preparing purchase orders and cheque requisitions; and
- * Some travel required.

QUALIFICATIONS:

- * High school diploma or certificate in office administration or related field of study or an equivalent combination of education and experience;
- * Excellent oral and written communication skills;
- * Capacity to plan and organize workload expectations in a complex and time sensitive environment with the ability to accept responsibility and demonstrate accountability;
- * Efficient in Microsoft Word, Outlook and Excel applications;
- * Ability to work both independently and as a team player;
- * Understand and speak the Cree or Dene language would be as asset;
- * Ability to work under pressure

Please submit resumes and salary expectation by 4:30 p.m. on July 28th, 2017 to:

Nora Alook
Treaty 8 First Nations of Alberta
c/o 18178 – 102 Ave
Edmonton, AB T5S 1S7
Email: nalook@treaty8.org
Or Fax: 780.484.1465

We thank those who applied and advise that only those selected for consideration will be contacted.