



# 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.*

c/o Sub-office  
11620 – 168 Street  
Edmonton, Alberta T5 3T9  
Telephone: (780) 444-9366 Fax: (780) 484-1465  
[www.treaty8.ca](http://www.treaty8.ca)

## RECEPTIONIST – ADMINISTRATIVE ASSISTANT (Permanent Full-Time)

Do you want to champion change alongside us for the betterment of our Nations and keep our Treaty strong? Since 1997, the Treaty 8 First Nations of Alberta (T8FNA) have been dedicated to the social, cultural, education and economic development of the First Nations people of Treaty 8 (Alberta).

The membership of the Treaty 8 First Nations of Alberta is made up of the Chiefs of the 24 member First Nations. The Treaty 8 First Nations of Alberta acts as a coordinating, facilitating and advocating source to various issues directly or indirectly affecting treaty rights, as per Treaty No. 8, as remembered and understood by our Elders.

The Administration Department of T8FNA is currently seeking a **Receptionist -Administrative Assistant** to be an integral part of our administrative front line team. Working In this highly demanding and critical role, the Receptionist-Administrative Assistant reports to the Chief Administrative Officer and is responsible for providing and overseeing the frontline Reception and administrative clerical duties, including incoming information management as well as providing a wide variety of other administrative and clerical duties as assigned.

### COMPENSATION

- ✓ Medical, Dental and Pension Plan after 3 months
- ✓ 15 Annual Vacation Days in the first year

### JOB OVERVIEW

- ✓ Being the initial point of contact, you will answer phones and greet visitors in an efficient, friendly, professional, and courteous manner.
- ✓ Overseeing the front-end office administration and clerical services including reception.
- ✓ Office procedures also include opening office, ensuring staff has security codes and keys/fobs, knowledge of health and safety procedures (ie, Covid, etc)
- ✓ Overseeing and managing the maintenance of the Treaty 8 First Nations of Alberta Laserfiche electronic records management filing system.
- ✓ Overseeing and managing the office facilities, inclusive of boardroom scheduling and invoicing from rentals Managing and monitoring payroll systems.
- ✓ Managing the organization's service vendors and undertakes the purchasing agent role for purchases including office supplies, business cards, catering and other needs requested by departments within the organization.
- ✓ Maintaining all office equipment services and contracts and ensuring all emergency and scheduled equipment service requirements are promptly attended to.
- ✓ Maintaining cooperative and effective working relationships with other Treaty 8 staff involved in supporting the work of the Executive Board and/or Treaty 8 leadership.
- ✓ Accepting other duties as directed by the Chief Administrative Officer or designate.
- ✓ Making travel and accommodations arrangements.
- ✓ Typing minutes, letters and other correspondence as needed
- ✓ Social Media updates & monitoring (ability or willingness to learn to post on Treaty 8 Website, Facebook, Twitter)

### REQUIREMENTS

- At minimum, 2-3 years' experience in a similar role.
- Typing speed of MIN. 45-50 WPM and a solid working knowledge of Microsoft Office; Office 365 (Excel, Word, Publisher).
- Solid understanding of standard office administration practices and procedures.
- Possess excellent interpersonal skills, strong written and verbal communications skills and excellent attention to detail.
- Possess professional and courteous telephone manners with strong organizational and time management skills.
- Ability to operate under pressure and meet deadlines with a demonstrated ability to accept responsibility and to be accountable.

**Head Office:**  
Kee Tas Kee Now Tribal Council  
P.O. Box 360  
Red Earth Creek, AB T0G 1X0  
Telephone: (780) 649-3103 Fax: (780) 649-2841

## **ADDITIONAL REQUIREMENTS**

- Possess a valid class 5 AB driver's license and own or access to a vehicle.
- Ability to work both independently and as a team member.
- Willingness and ability to travel extensively within Treaty 8 (Alberta) Territory and other destinations when required.
- Willingness and ability to work after hours and/or weekends if required.
- Must submit to oath of confidentiality.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree or Dene language is an asset.
- Experience working with Treaty 8 First Nations, First Nations Governance (or other Treaties is an asset)
- Knowledge, understanding and experience of our First Nations protocol, cultures and traditions is an asset.

## **DEADLINE**

All applications must be submitted by April 4, 2023 @ 4:30 pm

## **HOW TO CONFIDENTIALLY APPLY**

Please send your resume, cover letter and salary expectations, ***in confidence*** to: Margo Auger, Chief Administrative Officer: [mauger@treaty8.org](mailto:mauger@treaty8.org)

***Thank you to all who apply, however, only those selected for an interview will be contacted***

***Dated: March 21, 2023***