



EMPLOYMENT OPPORTUNITY – ADMINISTRATIVE ASSISTANT

ENOCH CREE NATION HEALTH AID AND RELIEF PROGRAM

CLOSED COMPETITION

(Band Members Only)

JOB PURPOSE: The Administrative Assistant will provide administrative and office support for the Health Aid and Relief Program. They will act as the first point of contact for clients, families and applicants who are accessing the program. They will field telephone calls, receive and direct visitors as well as answer basic questions about program eligibility. Using their strong familiarity with PC-based computers, they Administrative Assistant will accurately maintain client information databases. They will assist the program staff with word processing, creating spreadsheets, presentations and filing. They will schedule appointments and organize meetings.

SUMMARY OF JOB DUTIES:

- Fielding telephone calls and greeting clients.
- Answering basic questions about the program.
- Database data entry and data maintenance.
- Appointment scheduling and organizing meetings.
- Sending and receiving correspondence.
- Maintaining files.
- Creating spreadsheets, word processing documents and presentation materials.

REQUIREMENTS:

- Submit a clear criminal record check with cover letter and resume when applying.
- Will be required to sign the Enoch Cree Nation Confidentiality Agreement upon being hired.
- Ability to strictly maintain client confidentiality.
- Excellent interpersonal and communication skills.
- Ability to respectfully communicate with people who are experiencing high levels of physical and emotional stress.
- Familiarity with Microsoft Office (Word, Excel, Outlook, Access, PowerPoint).
- Experience with data entry.
- Possession of a valid driver's license and motor vehicle in good repair for work-related travel is required.



ENOCH CREE NATION
HUMAN RESOURCE DEPARTMENT

BOX 29, ENOCH, ALBERTA, T7X 3Y3

PHONE: 780.470.4505

FAX: 780.470.0463

RECEIVED MAY 25 2017
ECN



EDUCATION AND EXPERIENCE

- High school diploma required; college diploma a definite asset.
- Experience in previous administrative assistance roles an asset.
- Strong experience with PC computers preferred.

WORKING CONDITIONS:

- Monday to Friday, 8:30am to 4:30pm.
- Enoch Cree Nation Health Centre.

WE OFFER:

- A comprehensive benefits package.

Closing Date: June 8, 2017

Interview Date: TBD

Start Date: TBD

Please submit cover letters & resumes to **Human Resource Department**

Email: recruitment@enochnation.ca

*Fax: **780.470.0463***

*Phone: **780.470.4505** Ext: 2221*

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview