



**EMPLOYMENT OPPORTUNITY – ADMINISTRATIVE ASSISTANT**  
**ENOCH TRAINING & DEVELOPMENT DEPARTMENT**  
**\*CLOSED COMPETITION\***  
**(BAND MEMBERS ONLY)**

**JOB PURPOSE:** To assist the Enoch Training & Development (ETD) Manager in administrative duties and database input as assigned. To ensure staff and client files are created and maintained for the ETD Database System. Reports to the ETD Manager. Must be able to interact and communicate professionally with various levels of administration within First Nations/Aboriginals, Chief and Council, Non Aboriginal Organizations, partners of the Enoch Cree Nation and Enoch Departments.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- Must have post-secondary education i.e. a certificate or diploma in Business and/or Office Administration in addition two or more years' experience working in an Administrative Position.
- Proper use of grammar and punctuation skills required.
- Proficient organizational and time management skills.
- Must be proficient in word processing, access, spreadsheet, database, and presentation software to prepare invoices, reports, memos, letters, applications and other documents.
- Answer telephones, schedule meetings, management executives' calendars, handle business and administrative details.
- Proof read documents (letters, memos, timesheets, etc.) and draft correspondence.
- The ability to work independently or as part of a team.
- Prepare reports, meeting agendas, and type and record minutes.
- Able to take direction, work under stress and be able to meet deadlines.
- Understands the different levels of services provided through ETD and the goals/objectives of the Programs regarding skills and training programs for clients.
- Provide reports on progress, updates in database, ensure compliance with clients for any necessary signed documentation in file to be input in the database.
- Works as part of the Enoch and the ETD Team to ensure compliance with audits, policy and applicable government requirements.
- Work with all personalities, be flexible and able to handle change.
- Other duties as required.

**WORKING CONDITIONS:**

Required to work Monday to Friday, 8:30 am – 4:30 pm, at Enoch Training & Development, while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual.

**Closing Date: August 13, 2018**

**Interview Date: TBD**

**Start Date: TBD**

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

*Email: [recruitment@enochnation.ca](mailto: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\**