



EMPLOYMENT OPPORTUNITY – OFFICE SECRETARY
ENOCH CREE ARCHIVES AND INTERPRETIVE DEPARTMENT

CLOSED COMPETITION
(BAND MEMBERS ONLY)

JOB PURPOSE: The Office Secretary is responsible for providing administrative support, record keeping services or will perform other office tasks as required for the Archives and Interpretive Centre. Will be expected to answer phones, take messages, emails, faxes, department mail, photocopying and operation of other office equipment, etc. Do administrative coordination services, such as; filing, oversees department payables and prepares timesheets for payroll. Required to do record keeping services, organization of all documents, cataloguing of all documents and data intake services. Assist in preparing Community Information Meetings, and perform other duties as required.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Required to sign the Confidentiality Agreement upon being hired.
- Have a clear Criminal Record Check.
- Abide by the Human Resources Policy & Procedure Manual.
- Ability to effectively communicate with community members, clients, and other individuals who wish to inquire about ECN's archives and histories.
- General knowledge of Microsoft Office, Word, Excel, Outlook, PowerPoint and office equipment.
- Required to have minimum grade 12, with post-secondary being an asset.
- Able to understand that confidentiality is an important aspect when working in this area.
- Must have excellent organizing and planning skills.
- Able to adapt easily to change and to be innovative with the overall preservation of Archives and Interpretive Centre as it evolves.
- Knowledge of Enoch's histories and genealogy an asset.

WORKING CONDITIONS:

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

Closing Date: February 25, 2019
Interview Date: February 26 – March 1, 2019
Start Date: March 4, 2019

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