



ADMINISTRATIVE ASSISTANT

Full Time
to start immediately

Wasaw Enterprises is looking to hire an individual to join our team. We are inviting interested candidates to apply for the full-time position of Administrative Assistant to support the operations at our main office located at 450 Hwy 11 on Couchiching First Nation.

Summary:

The Administrative Assistant will be required to perform an array of administrative duties including secretarial and receptionist duties. Additional responsibilities include assist with developing budgets, taking minutes during meetings and scheduling appointments for all departmental managers. The Administrative Assistant will also be accountable for drafting, reviewing and editing time-sensitive correspondence sent by the management team, maintaining filing systems, scheduling and arranging safety training, and tracking and maintaining safety matrix records. Other duties shall be assigned as required.

Preferred Qualification:

- Proficient use of various office-based software including Microsoft Office, Excel, Email, and Internet Explorer
- 2 years' experience as an Administrative Assistant, or relevant role, considered an asset
- Knowledge of Human Resources, policies and procedures will be considered an asset
- Strong communications skills (both written and verbal)
- Must be able to work with minimal supervision and able to work independently in a busy environment
- Ability to work independently and take initiative on projects
- Customer service orientated, displaying confidence and exceptional social skills
- Excellent time management skills, ability to organize and prioritize
- Demonstrate discretion, tact and diplomacy, to maintain confidences and respect for privacy
- Possess a valid Class "G" Drivers License
- Must have access to a reliable vehicle
- Must be very dependable and reliable
- Must be able to work overtime
- Strong attention to detail
- Some travel may be required

Applications will be accepted until **2:00 pm CST, Thursday, June 13, 2019**. Application should include cover letter listing qualifications, resume, and three (3) references, with permission to contact references. If interested please apply, in confidence, by submitting your cover letter, resume, and three (3) references to:

Wasaw Enterprises

Attn: ADMINISTRATIVE ASSISTANT

In person: **450 Hwy 11, Couchiching First Nation**

Via fax: (807) 274-7553

Email: project@wasaw.ca

For more information please call (807) 274-9276

****All late applications will be returned****

We would like to thank all that apply. Only those selected for an interview will be contacted.