



## Job Description: Administrative Assistant

**POSITION TITLE:** Administrative Assistant

**DEPARTMENT:** Early Learning/Education

**CLASSIFICATION:** MGO-02

**SALARY RANGE:** \$40,000.00 to \$47,804.00 Per Annum

**POSITION TYPE:** Full-time, Permanent

**LOCATION:** Saskatoon

**ACCOUNTABLE TO:** ELCC Director

### **Brief Overview:**

Under the direction of the MN–S Senior Director of Early Learning and Child Care, Métis Nation–Saskatchewan is seeking a strong team player committed to quality service, to carry out objectives and to provide a range of services as the Education Administrative Assistant. This full-time position will be based at the Métis Nation–Saskatchewan office in Saskatoon, SK.

### **Key Responsibilities:**

- Act as first point of contact
- Welcome and greet visitors; relay information, answer calls, take messages, or redirect questions
- Operate technology such as photocopier, computer, fax
- Receive and interact courteously with contacts (government, agency professionals, sales representatives, media, public, and staff)
- Receive and process incoming mail and faxed items; maintain mail logs
- Receive, respond to, and process all incoming emails
- Prepare outgoing correspondence for mailing or courier; deliver mail to post box and/or post office
- Ability to answer a wide range of questions and provide support in a courteous manner; provide detailed information regarding, MN–S programs, MN–S affiliates, Métis history, etc.

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#### **Métis Nation–Saskatchewan (MN–S)**

310-20th Street East  
Saskatoon, SK S7K 0A7  
306.343.8391  
[metisnationsk.com](http://metisnationsk.com)



- Maintain the security and confidentiality of information and documents according to established policies and procedures
- Ability to set and manage meetings – in person and virtually
- Knowledge of Eventbrite and experience using it
- Minutes taking for different meetings
- Order general office supplies
- Perform various file updates/processes
- Create/edit/proofread documents
- Complete all other responsibilities as determined by the Senior Director of Early Learning and Child Care

### **Qualifications:**

- Post-secondary diploma in business administration and/or 2 years working in an office setting or non-profit organization

### **Knowledge and Skills:**

- Knowledge of Métis culture
- Knowledge of general office policies and procedures
- Strong communication skills including speaking, writing, and active listening skills
- Strong computer skills (including Microsoft Word, Excel, database software, electronic communication tools such as Microsoft Outlook)
- Proficiency with basic office equipment (i.e. fax, photocopier, digital camera, shredder, and scanner)
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities
- Willingness to work within a team environment
- Professional telephone etiquette
- Skills in general administrative functions, including accurate typing, filing, ordering office supplies, maintaining office supplies and equipment
- Exceptional written and oral communications skills
- Excellent work attendance
- Sound problem solving and decision-making skills as well as attention to detail
- Interpersonal skills and an ability to demonstrate tact and diplomacy in difficult situations
- Embrace challenges and areas of rapid growth
- Resiliency in dealing with changing schedules, timelines, and financial priorities
- Adaptive to environmental or governmental priority shifts



### **Additional Requirements:**

- Criminal background check (including Vulnerable Sector)
- Please submit resume, references, and cover letter to [hr@mns.work](mailto:hr@mns.work) by **11:59pm on September 15, 2022.**
  
- **Due to COVID19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.**

**As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.**

