



**Keewatin
Tribal Council**

JOB OPPORTUNITY - FULL TIME POSITION

TECHNICAL ADVISORY SERVICES / EDUCATION & TRAINING ADMINISTRATIVE CLERK

The Keewatin Tribal Council Health Department is seeking a highly motivated individual with management skills for a full-time position role of Administrative Clerk within the Student Services and Technical Services department.

PURPOSE

Under the general direction of Keewatin Tribal Council (KTC) Director of Student Services and Director of Technical Services perform a variety of administrative, clerical and accounting data entry duties in support of the Education & Training services and Technical Advisory Services

JOB DUTIES:

Perform some or all of the following duties:

- Create, organize and maintain a comprehensive filing management system for Technical Services projects.
- Assist staff in the preparation and maintenance of Technical Services project progress claims to Government.
- Assist in the maintenance and reconciliation of projects on a regular basis.
- Accounting Data Entry for the Technical Department's Project Management Infrastructure Projects.
- Record and prepare minutes of meetings.
- Travel arrangements for staff;
- Prepare, key in, edit and proofread correspondence, reports, invoices, presentations, forms and other related material using computerized systems.
- Conference and event planning:
- Compile data, statistics and other information and conduct research as requested using computerized systems.
- Set up and maintain manual and computerized information filing systems.
- Share and maintain front desk reception duties with other administrative secretaries on a rotational basis as required.
- May schedule and confirm business appointments and meetings of Program Managers
- Prepare correspondence, reports, and information related to these duties as required.
- Determine and establish departmental office procedures for a continual

- improvement.
- Attendance at Employment & Training Student Services staff / Technical Advisory Services meetings

JOB QUALIFICATIONS

The Administrative Clerk should have the following qualifications:

- Completion of secondary school.
- Completion of a two-year college or other program for Business Administration
- Completion of an accounting and/or finance courses.
- Must have at least 3 years clerical and administrative experience
- Requires experience in coordinating activities.
- Possess initiative and judgement.
- Excellent planning, organizing, interpersonal and communication skills.
- Respect for the customs, traditions and practices of the local member First Nation communities.
- Knowledge of Proposals and preparing proposals
- Ability to speak Cree or Dene would be an asset.
- Class 5 Drivers License is a mandatory requirement
- Ability to travel

Please forward your resume along with 3 references and a cover letter, in confidence,
to:

Keewatin Tribal Council
23 Nickel Road, Thompson, MB R8N 0Y4
Lisa Beardy, Office Manager
Email: lbeardy@ktc.ca
Fax 204-677-0256
Deadline Friday, May 31, 2019 @4:00 pm

We would like to thank those who have applied. Only those selected for an interview will be contacted.