



**Keewatin  
Tribal Council**

**JOB OPPORTUNITY - FULL TIME POSITION**

**TECHNICAL ADVISORY SERVICES / EDUCATION & TRAINING ADMINISTRATIVE CLERK**

The Keewatin Tribal Council 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](mailto:lbeardy@ktc.ca)  
Fax 204-677-0256  
Deadline Friday, June 14, 2019 @4:00 pm

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