



Keewatin Tribal Council

**EMPLOYMENT OPPORTUNITY
HEALTH ADMINISTRATIVE ANALYST
FULL TIME
(TERM 2 YEARS; POSSIBLE EXTENTION)
LOCATION: THOMPSON, MB**

Under the direction of and reporting to the Keewatin Tribal Council (KTC) CEO, the **Health Administrative Analyst** will use a collaborative and relationship-building approach to carry out their responsibilities.

ROLES AND RESPONSIBILITIES

The Administrative Analyst will provide operational and functional support to the Project and will be required to handle confidential and sensitive interactions and information with tact and diplomacy.

- Create, maintain and manage retention for detailed documentation
- Collaborate with all stakeholders to ensure clear, well-communicated objectives and progress
- Maintain the flow of information within the Project to ensure communication is inclusive and the team is well informed
- Create and maintain decision records, strategy maps or plans, commitment tracking, project objectives progress and barriers
- Work closely and effectively with the Health Policy Analyst to keep the project informed of upcoming commitments and responsibilities
- Assist in the facilitation of sessions, workshops and cross-functional team meetings
- Assist the Health Policy Analyst with stakeholder communications and reports for project scope, progress and objectives
- Coordinate expense reporting, reimbursement and time reporting
- Oversee and coordinate meetings and travel, materials and related logistical arrangements
- Data entry and summaries
- Compile information, research, meeting summaries and supporting documents in preparation for scheduled or ad hoc meetings
- Coordinate with other departments as necessary in preparation of specific engagements and meetings
- Generation and distribution of meeting minutes and actions
- Ad hoc support for Project Team
- Supporting and building strong relationships.

QUALIFICATIONS

- 3+ years of multi-level or project administrative experience
- Strong interpersonal and communication skills, the ability to relate effectively, reliably and professionally
- Strong interpersonal skills and the ability to build multi-level relationships
- Ability to demonstrate tact, diplomacy and professionalism and exercise discretion in dealing with confidential information
- Strong document development and organization skills
- Strong written and verbal communication skills
- Strong document retention skills and comfortable with large amounts of data
- Demonstrates a positive attitude and approach
- Dependable and committed to fulfill the term of the contract
- A high standard of judgment, problem solving and initiative
- A dedicated and committed team player
- Detail-orientated with superior time management and organizational skills
- Excellent computer skills with advanced knowledge of Microsoft Office Suite
- The ability to speak Ininew or Dene is an asset
- Must provide a currently clear Criminal Records check and fingerprints prior to commencement of employment.

Note the successful candidate will be asked to provide a currently clear Criminal Records Check and Fingerprints, Child and Vulnerable persons check, prior to commencement of employment.

Please email a cover letter and detailed resume, including at least two (2) references with written permission to contact the references:

By Closing Date: FRIDAY OCTOBER 31, 2025

Late applications will not be accepted

To the Attention of:

Lisa Beardy, Office Manager

23 Nickel Road

Thompson Manitoba R8N 0Y4

Email: LBeardy@ktc.ca

Applications will be accepted until FRIDAY OCTOBER 31, 2025.

We would like to thank those that apply for the position, but only those being considered for an interview will be contacted.