



**Keewatin
Tribal Council**

JOB VACANCY

Jordans Principle Administrative Assistant

Full time (Term March 31, 2026 with a possibility of extension)

Location: Winnipeg

Position Summary:

The KTC Health Department staff works collaboratively with First Nation Health service providers to provide integrated health services and planning assistance to member communities. Under the general direction of Keewatin Tribal Council (KTC) Jordans Principle Child First Initiative Services Coordinator, the Jordans Principle Administrative Assistant will participate in and support the KTC Jordan's Principle team by assisting in the service delivery of a multidisciplinary health/social sectors to the Keewatin Tribal Council (KTC) Member Communities.

The Jordan's Principle Administrative Assistant will coordinate and organize the administration of service delivery by providing assistance to the team and other Health team members based on availability and as required., the Administrative Assistant will provide secretarial services by taking and transcribing minutes of meetings; typing a variety of materials; making and keeping up to date confidential files. She/he acts as receptionist to the Health Program staff, actions and screens information requests and greets walk in clients. The Health Administrative Assistant will also be required to provide initiate and provide input into the development and management of information systems; they will also be required to coordinate special events. This is a faced paced and busy role which is central to the coordination of Health Services at the Tribal Council.

Qualifications:

1. Completion of secondary school
2. Completion of a one- or two-year college or other program in office administration, special events coordination or a combination of experience and education will be considered.
3. Previous experience of 2 years is required.
4. Possess initiative, judgement and respects confidentiality requirements.
5. Good and accurate note taking, typing and electronic/ paper file management skills.
6. Ability to work with others or independently with minimum supervision.
7. Excellent organizational skills and knowledge of various filing systems is required.
8. Knowledge of Microsoft Office (Word, Excel) applications.
9. Must have good communication and writing skills.
10. Good Customer services experience and skills
11. Respect for the customs, traditions and practises of the local member First Nation communities.
12. Ability to speak Cree or Dene would be an asset.
13. Clear Criminal Record Check, Child Abuse Registry and Vulnerable persons check.

A written application with detailed resume, including at least two references, and written permission to contact the references and latest immediate supervisor should be submitted to:

Keewatin Tribal Council Inc.

Attention: Lisa Beardy, Office Manager

23 Nickel Road

Thompson, Manitoba R8N 0Y4

E-Mail: Lbeardy@ktc.ca

Fax: 204 677-0256

Deadline for Applications Friday, November 21, 2025

Late applications will not be considered. We would like to thank those that apply but only those persons selected for interviews will be contacted.