



**EMPLOYMENT OPPORTUNITY
KEEWATIN TRIBAL COUNCIL INC.**

**RECOGNITION OF INDIGENOUS RIGHTS AND SELF-DETERMINATION (RIRSD) DISCUSSION TABLE
ADMINISTRATIVE ASSISTANT
Full time (Term 2 years with a possible extension)
Location: Winnipeg, MB**

Under the direction of and reporting to the RIRSD Project Executive Director, the **Administrative Assistant** will use a collaborative approach to provide expert administration services over the life of the Project.

ROLES AND RESPONSIBILITIES

The Administrative Assistant 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.

- Work closely and effectively with the Project Team to keep them informed of upcoming commitments and responsibilities.
- Maintain the flow of information within the Project to ensure communication is inclusive and the team is well informed.
- Prioritize conflicting deadlines.
- Coordinate expense reporting, reimbursement and time reporting.
- Oversee and coordinate meetings and travel, materials and related logistical arrangements.
- Compile Team information, research, meeting summaries and supporting documents in preparation for scheduled meetings and negotiations.
- Coordinate with other departments as necessary in preparation of specific engagements and meetings.
- Assist in the maintenance and tracking of a detailed priority list of project requirements and commitments.
- Retention and distribution of Project records and documents.
- Generation and distribution of meeting minutes and actions.
- Ad hoc support for Project Team
- Supporting and building strong relationships.

QUALIFICATIONS

- 3+ years of executive-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 written and verbal communication skills.
- Strong document retention skills.
- 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 Inineu or Dene is an asset.
- Must provide a currently clear Criminal Records check and fingerprints prior to commencement of employment.

Please submit a written cover letter and detailed resume, including at least two (2) references with written permission to contact the references and your latest immediate supervisor:

By Closing Date: WEDNESDAY, JULY 25, 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 4:00 pm, on WEDNESDAY, JULY 25, 2025

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