



# Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0  
(p) 306-696-2520 | (f) 306-696-2767



## Employment Opportunity

**POSITION:** Office Manager

**CLASSIFICATION:** Six-month Term position

**WAGE:** \$ 25,000 for the six month term  
(commensurate w/ education & experience)

**DEPARTMENT:** Eagle Woman Tribunal – Cowessess First Nation

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### SUMMARY:

Reporting directly to the Tribunal Administrator, the Office Manager will be responsible for providing assistance in the establishment and maintenance of the administrative processes for the Tribunal office. They will provide executive support and assistance to manage the day-to-day operations of the Tribunal office. They will be familiar with the Miyo Pimatisowin Act, Chief Red Bear Children's Lodge policy and procedures as well as with Cowessess First Nation, Federal and other related entities Policies, Acts, Legislation and Bylaws.

The Office Manager will maintain a level of professionalism, including appearance, attitude and working environment for the First Nation. They must be knowledgeable in both Federal and Provincial laws. They will oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and coordinate acquisition of administrative services such as office space, supplies and security services.

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### QUALIFICATIONS:

- At least two (2) years of technical training in the administrative field.
- At least five (5) years of experience in an administrative working environment.
- Considerable knowledge of effective office procedures, techniques and data processing capability in the office setting.
- Ability to type a minimum of 60 words per minute.
- Sound knowledge of First Nation administration and program management,
- Ability to build business relationships and be familiar with resolution and mediation processes.
- Ability to analyze, assemble and prepare meeting packages.
- Excellent communication skills to deal effectively with Staff, Tribunal Members, Chief & Council, Cowessess First Nation Directors and staff as well as with the Members in the community.
- Ability to take direction and work with minimum supervision.
- Must have sound knowledge and ability to operate a PC computer and be familiar with Microsoft Office programs.
- Ability to input data into automated systems.
- Must be well organized and ensure that confidential matters remain confidential.
- Provide CPIC with vulnerable sector check.
- Possess a valid Class 5 license

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### ADDITIONAL INFORMATION:

Complete applications should consist of:

1. Resume & Cover Letter
2. Three (3) References
3. Vulnerable Sector Criminal Record Check

**Deadline to Apply: September 22, 2023**

Please send applications to:  
[human.resourecs@cowessessfn.com](mailto:human.resourecs@cowessessfn.com)