



# Cowessess First Nation #73

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

## Employment Opportunity

**POSITION:** Administrative Assistant

**CLASSIFICATION:** Permanent Full Time

**WAGE:** Based on Education and Experience

**DEPARTMENT:** Community Prep

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### JOB SUMMARY:

As part of the CFN Community Preparation Centre team, and under the direct supervision of the Director, the Administrative Assistant will perform a wide range of duties in research, investigation, office support and data entry, ensuring client files are compliance complete and secure. The Administrative Assistant will develop positive working relationships with other team members, CFN Directors, staff, Council, Band Membership, and funding agencies. Build and link to outside services for the client success, such as employers within the community and surrounding areas, Victim Services, Justice Programs, ISC, SIIT and other agencies. And any other duties assigned by the Director.

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### QUALIFICATIONS:

- ✓ Grade 12 or equivalent
- ✓ Certificate or Diploma in Business or Office Administration is an asset
- ✓ Willing to take Training that applies to the position
- ✓ Experience working with Database programs is an asset
- ✓ Ability to multitask projects and prioritize tasks and schedules
- ✓ Must have excellent computer skills and knowledge in computer systems: dbase, Microsoft office and tools, ASAP and other software programs
- ✓ Must have excellent communication skills: verbal, oral and written
- ✓ Knowledgeable in problem solving and assessment, information gathers and monitoring
- ✓ Attention to detail and accuracy
- ✓ Flexibility and adaptability
- ✓ Customer service Oriented
- ✓ Ability to work independently or within a team environment.
- ✓ Knowledge in report and proposal writing.
- ✓ Valid Driver's license is recommended or willing to obtain their Class 5

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### ADDITIONAL INFORMATION:

Complete applications should consist of:

1. Cover Letter & Resume
2. Three (3) references

**Deadline to Apply: February 17, 2024**

Please send applications to:

[human.resources@cowessessfn.com](mailto:human.resources@cowessessfn.com)

Or

Fax 1-306-696-2767