



Cowessess First Nation #73

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

Employment Opportunity

POSITION: **Lands Administration Assistant**

CLASSIFICATION: Full Time-Permanent

WAGE: \$20.00 per hour + (based on education and experience)

DEPARTMENT: Lands and Resources

JOB SUMMARY:

The Cowessess First Nation Lands & Resources is seeking a highly motivated individual for the Land Administrative Assistant. The Administrative Assistant is under the direct supervision of the Lands Manager. He or she will perform general office support functions and shall be responsible for: recording meeting minutes and special projects, processing reports on accounts receivable, as well as maintain the lands database, including all permit record files. The Administrative Assistant will be required to complete assigned reporting functions involving permit statistics, terminations, completing permit data and any other information as required. This position is also required to oversee all 4 Trust applications, submissions and responses

QUALIFICATIONS:

- Must possess considerable knowledge of effective office procedures, techniques and data processing
- Must possess Grade 12 Diploma or equivalent
- Experience or certification in Office Administration will be an asset.
- Must possess the ability to understand the land management functions
- Must be able to take minutes and report writing
- Must possess excellent organization skills and maintain an adequate record keeping system for Permits (both hard and electronic copy) and possess ability to coordinate filing system, indexes, etc.
- Must be able to work well under pressure and possess excellent time management practices.
- Must possess the ability to take direction and work with minimum supervision.
- Must have the ability operate a computer and have experience in the following programs: Microsoft Word, Excel and Access
- Must possess excellent writing skills
- Must possess excellent interpersonal and communication skills in order to meet and greet the public with exceptional phone etiquette.
- Must be punctual, dependable and ensure that confidential matters remain confidential.
- Must possess a Class 5 driver's license.
- Must submit a Criminal Record Check.

ADDITIONAL INFORMATION:

Complete applications should consist:

Deadline to Apply: April 16, 2024

1. Cover Letter & Resume
2. Three (3) references
(2 of 3 must be professional references)
3. Criminal Record Check

Please send applications to:
Human.resources@cowessessfn.com

For further information about career opportunities, please contact Cowessess First Nation Human Resources at (306) 696-2520 or email human.resources@cowessessfn.com

ONLY THE SUCCESSFUL CANDIDATE(S) WILL BE CONTACTED.