



***Indigenous Owned & Governed – Making a Difference – Living the Vision of our Ancestors
Land, Language, Ceremony Relationship – Treaty Protection Site***

Employment Opportunity

Inviting applications for **Administrative Assistant**. The Administrative Assistant will support the work of management and staff within the Health Care Aide Program at University nuxethot'jine thaa?ehots'j nistameyimâkanak Blue Quills. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

Responsibilities:

- Answer general phone inquiries using a professional and courteous manner.
- Reply to general information requests with the accurate information.
- Respond to faxes, mail and general e-mails.
- Prepare reports, memos and documents.
- Code and file material according to the established procedures.
- Make social media posts, announcements.
- Create posters, etc. for posting to social media.
- Classroom Support
- Knowledge of Healthcare operations
- Perform other office administrative duties to support the department as required.

Qualifications:

- Post-secondary education in Office Administration is considered an asset.
- Experience as an Administrative Assistant is an asset.
- Must be proficient in Microsoft Office applications.
- Excellent written and verbal communication skills.

Posted January 26, 2024. End date: February 12 or until a suitable candidate is found.

Please submit resumes to Sheila Poitras, Executive Assistant by email at sheilap@bluequills.ca or by fax at (780) 645-5215.