

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

Employment Opportunity

We are inviting applications for Administrative Assistant for Leadership & Management/ University Transfer Programs who will support the work of management and staff at University nuxelhot'ine thaa?ehots'į nistameyimâkanak Blue Quills. Applicant's philosophy should align with the UnBQ philosophy, vision and mission statements.

Responsibilities

- Answer general phone inquiries in a professional and courteous manner
- Reply to general information requests with the accurate information
- Respond to faxes, mail, general e-mails
- Prepare reports, memos and documents
- Schedule meetings
- Attend appropriate meetings and take minutes
- Code and file material according to the established procedures
- Answer phones when needed
- Perform office administrative duties to other departments as required

Qualifications

- An Office Administration certificate/diploma is considered an asset
- Must be proficient in Microsoft Office applications
- Excellent written and verbal communication skills

Posted: January 29, 2022

Closing Date: February 13, 2024 (or until a suitable candidate is found)

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