



Blood Tribe Department of Health Inc.

Employment Opportunity

TITLE: Administrative Assistant

DEPARTMENT: Administration

REPORTING TO: Office Manager

SUMMARY OF WORK

The focus of this position is to provide administrative and technical support services to the Administration Team in ensuring the Integrated Quality Management Framework is maintained. The Administrative Assistant will provide technical skills, practical knowledge and self-motivation to carry out clerical functions and support for the Office Manager and CEO.

DUTIES AND RESPONSIBILITIES

- Interact effectively and professionally with all BTDH employees, visitors and general public.
- Participate and assist in the Integrated Quality Management Framework initiatives.
- Provide support to Quality Improvement Teams and Committees as assigned.
- Participate in the maintenance of a quality improvement environment throughout the organization such as the BTDH Accreditation status can be maintained.
- Participate in the planning and implementation of joint projects, design review and evaluation of existing program and future planning.
- Prepare meeting minutes, agendas and meeting packages.
- Make travel arrangements, including booking hotel rooms, flights and expenses as required.
- Assist with creating correspondence, presentations, reports, letters, and memos as required.
- Support the Communication program by maintaining the BTDH website, newsletter and other related tasks as assigns in conjunction with the IT Department and Supervisor.
- Assist in event planning for organizational activities.
- Maintain efficient and effective filing system.
- Maintain, submit and file monthly and/or quarterly program reports to First Nations Inuit Health Branch.
- Provide coverage to the Receptionist/File Clerk when required.
- Respect and maintain confidentiality at all times.
- Engage in other duties as assigned by the Office Manager and CEO.

QUALIFICATIONS

- A post-secondary Diploma/Certificate from a recognized secretarial program.
- Two to five years related experience reporting to senior level position
- Excellent organizational, communication and interpersonal skills.
- Must have extremely strong skills in Microsoft Office and office equipment.
- Ability to work independently, meet target deadlines and manage multiple tasks.
- Familiarity with the Blackfoot Culture and language is an asset.

SALARY RANGE

- Salary Grid as established by BTDH.

Deadline for Application: August 20, 2018

Please forward a Cover Letter, Resume, Criminal Record Check, and Three (3) current references to:

Blood Tribe Department of Health Inc.
c/o: Kara Russell - Human Resources
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