



KAINAI

P.O.Box 60
Standoff, Alberta
T0L 1Y0

Job Posting

Position: Administrative Assistant
Department: Blood Tribe Housing
Employment Status: Term Employment (6 Months) With Possible Extension
POSTING OPEN DATE: MAY 2, 2018 **POSTING CLOSE DATE: MAY 15, 2018**

General Description:

The Administrative Assistant assists the Project Manager with the administrative duties and financial tracking of the housing programs/projects, performing assigned duties independently, and routine clerical duties approved by the Project Manager.

Necessary Training and Experience:

- Must have a two year Administrative Assistant Diploma with a minimum of three years related work experience.
- A combination of relevant education and experience may be considered.
- Must have a Class 5 Drivers License and reliable mode of transportation.

If you are interested in this opportunity, please submit a cover letter, resume, and copies of your credentials to:

Blood Tribe Administration Human Resources
P.O. Box 60
Standoff AB, T0L 1Y0
Attention: Marlene Blood
OR APPLY ONLINE @ www.bloodtribehr.com
DEADLINE: MAY 15, 2018

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please contact Marlene Blood @ (403) 737-8219.