



DEHCHO FIRST NATIONS

BOX 89, FORT SIMPSON, NT X0E 0N0
TEL: (867) 695-2355 FAX: (867) 695-2038
Website: www.dehcho.org



ADMINISTRATION ASSISTANT TO THE NEGOTIATIONS TEAM (Full Time – Permanent)

The Dehcho First Nations is seeking to fill the position of Administration Assistant to the Negotiations Team. Under the direction of the Negotiations Coordinator, you will be responsible for services to the Dehcho Negotiation Team. This includes making arrangements for meetings, taking and distributing minutes, maintaining files of proceedings, maintaining the negotiations website and providing other services to the Negotiation Team. Also involves making travel arrangements and travel to communities in the Dehcho region.

Qualifications:

- Post-secondary certificate in Office Management
- Two years office experience
- Secretarial or business courses
- Equivalent combination of education and experience
- Good communication and written skills to deal with the general public
- Word processing at 50 wpm on keyboarding
- Aptitude to maintain security and confidentiality of information
- Knowledge of computer systems with a minimum of two years experience with computers in an office
- Class 5 driver's license
- Ability to speak Dene (South Slavey) would be an asset

Salary is based on qualifications and experience. A more detailed job description is available upon request. Only those selected for further consideration will be contacted

Please apply to: Executive Director
Dehcho First Nations
Box 89, Fort Simpson, NT X0E 0N0
Phone: (867) 695-2610
Fax: (867) 695-2038
Email: receptionist@dehcho.org

Closing date: **March 31, 2016 @ 12::00 PM**

Only serious candidates need apply