



**DEHCHO FIRST NATIONS**  
BOX 89, FORT SIMPSON, N.W.T. X0E 0N0  
TEL : (867) 695-2355/2610 FAX : (867) 695-2038  
WEBSITE: [www.dehcho.org/new](http://www.dehcho.org/new)



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**EMPLOYMENT OPPORTUNITY**  
**ADMINISTRATIVE SECRETARY/RECEPTIONIST**  
**FULL TIME**

The Dehcho First Nations is seeking a mature person to fill the position of Administrative Secretary/Receptionist. Under the direction of the Sr. Executive Administrator, the Administration Secretary/Receptionist will provide secretarial services to the administrative staff of the Dehcho First Nations. Carry out general office duties, create update and control access to confidential and other files, perform reception duties and assist with other areas of operations.

**Qualifications:**

- ✓ Grade Twelve education
- ✓ Certificate in Secretarial Arts
- ✓ One year secretarial experience, which has provided skill in typing, word processing and use of office equipment, knowledge of office procedures and experience in meeting the public
- ✓ Type/keyboarding at 45 words per minute
- ✓ Possess an equivalent combination of education and experience
- ✓ Self motivated, possessing good written and oral communication skills, good reading comprehension and analytical skills
- ✓ Ability to Speak Dene Zhatie (Slavey) an asset
- ✓ Valid Class 5 Driver's Licence

Salary is based on qualifications and experience. A job description is available upon request. Only serious candidates need apply.

**Closing date:** **February 3, 2017 @ 5:00 pm**

**Please forward resumes to:** Sr. Executive Administrator  
Dehcho First Nations  
P.O. Box 89, Fort Simpson, NT, X0E 0N0  
Phone: (867) 695-2610  
Fax: (867) 695-2038  
Email: [sara\\_mcleod@dehcho.org](mailto:sara_mcleod@dehcho.org)

**Only those applicants that are considered for an interview will be contacted**