



# DEHCHO FIRST NATIONS

PO BOX 89, FORT SIMPSON, NT X0E 0N0  
TEL: (867) 695-2610 FAX: (867) 695-2038  
Toll Free: 1-866-995-3748  
Website: [www.dehcho.org](http://www.dehcho.org)



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## JOB OPPORTUNITY EDEHZHIE ADMINISTRATOR/FINANCE

Coordinating meetings, schedules, cooperating with the finance department, ensuring that the correspondence of the Edehzhie Board is managed efficiently.

### QUALIFICATIONS:

- ✓ High school diploma
- ✓ Knowledge of Simply Accounting
- ✓ Two years related experience
- ✓ Well spoken
- ✓ Ability to work as a team member
- ✓ Dene Zhatie an asset
- ✓ Computer skills (word, excel, etc.)

**Application Deadline:** **April 18, 2019 at 4:00 pm**

**Address Cover Letters to:** Alison de Pelham, Executive Director

**Send Applications to:** Email: [sara\\_mcleod@dehcho.org](mailto:sara_mcleod@dehcho.org)

For a detailed job description, please contact Sara McLeod, Sr. Executive Administrator at the above email or phone (867) 695-2610/Toll Free: 1-866-995-3748.

**Only those selected for an interview will be contacted**