



DEHCHO FIRST NATIONS

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Negotiations Administrator Term Position

Dehcho First Nations is seeking to fill the position of the Negotiations Administrator. Under the direction of the Assistant Executive Director, you will be responsible for services to the Dehcho Negotiations Team. This includes making arrangements for meetings, taking and distributing minutes, maintaining files or proceedings and provide other services to the Negotiations Team.

This position also entails making travel arrangements to communities in the Dehcho region and to other locations as may be required as part of negotiations.

Qualifications:

- Minimum of Grade 12 or post-secondary certificate in Office Management
- Two years office experience in administrative or business courses
- Equivalent combination of education and experience will be considered
- Good communication and written skills to deal with the general public
- Word processing at 50 wpm on keyboarding
- Knowledge of computer systems, with a minimum of two years experience with Microsoft Office programs
- Class 5 Driver's License in a requirement
- Ability to speak Dene Zhatie is considered an asset.

Salary is negotiable dependent upon qualifications and experience. A job description is available upon request. **Only serious candidates need apply.**

Application deadline: September 15, 2023 @ 5:00 pm
Address Cover letter to: Sara McLeod, Assistant Executive Director
Send Applications to: Leona_tanche@dehcho.org

ONLY THOSE SELECTED FOR CONSIDERATION WILL BE CONTACTED