



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



EMPLOYMENT OPPORTUNITY
Administrative Secretary/Receptionist
Casual

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:

1. A Certificate in Office Administration or Secretarial Arts is preferred
2. One year of secretarial experience including skills in typing, use of office equipment, knowledge of office procedures, and experience in meeting the public
3. An equivalent combination of education and experience will be considered
4. Type/keyboard at 45 words per minute
5. Knowledge of computer systems with a minimum of one year of job experience
6. Self-motivated, possessing good written and oral communication skills, good reading comprehension, and analytical skills
7. Ability to be proactive and use initiative to see what needs doing and to do it
8. Aptitude to maintain security and confidentiality of information
9. Speak Dene Zhatie an asset
10. Valid Class 5 Driver's License

Salary is based on qualifications and experience. A job description is available upon request.

Closing date: **November 22, 2024**

Please forward resumes to: Acting Sr. Executive Administrator
Dehcho First Nations
P.O. Box 89, Fort Simpson, NT, X0E 0N0
Phone: (867) 695-2610
Email: leona_tanche@dehcho.org

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