



DEHCHO FIRST NATIONS

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Toll Free: 1-866-995-3748
Website: www.dehcho.org



JOB OPPORTUNITY

Edézhzhíe Administration Assistant Fort Simpson, NT

The Edézhzhíe Administration Assistant coordinates meetings, schedules, and ensures that the correspondence of the Edézhzhíe Management Board is managed efficiently. This position provides additional administrative support as required under the direction of the Edézhzhíe Regional Coordinator.

Job Qualifications:

- Certificate in Office Administration is preferred or equivalent combination of training and experience
- Two years of administrative experience including skills in typing, use of office equipment, knowledge of office procedures, and experience in meeting the public
- Strong oral and written communication skills
- Strong reading comprehension and analytical skills
- Knowledge of the use and application of computer software such as Office 365
- Self-motivated with excellent organizational skills
- Ability to work as part of a team
- Work independently
- Ability to be proactive and take initiative
- Ability to speak Dene Zhatie an asset

Application Deadline: **January 9, 2026 at 5:00 pm**
Email Applications to: Leona_tanche@dehcho.org

A benefits package of group insurance & pension plan, including VTA, paid leave and employee training upon completion of probation.

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

Only those selected for further consideration will be contacted