



St. Mary's First Nation
Employment Opportunity
Social Development Assistant

Position Summary:

Under the direction of the Director of Social Development the Social Development Assistant will be responsible to assist the Director in all functions under the Social Development Department.

Qualifications:

- 1) Must have Experience with Microsoft Applications (Both Word, Excel)
- 2) Previous Experience as an Administrative Assistant or Administrative Assistant Course
- 3) Confidentiality & Professionalism are a must
- 4) Experience with Data Entry
- 5) Must be a quick learner and be able to work independently.
- 6) Ability to pay attention to detail
- 7) Must be organized and able to multi task
- 8) Reliable and time conscience

Please forward your resume a minimum of 2 work related references to:

Lisa Wilson
Director of Human Resources
150 Cliffe Street
Fredericton, NB
E3A 0A1
Fax (506) 472-6220 or
Email: lisawilson@smfn.ca

Closing Date for Applications will be on June 14th, 2016 at 4:30 pm no exceptions.