



JOB OPPORTUNITIES

Recording Secretary/ Administrative Assistant

Position Summary:

To work directly with the Chief and Council, the Recording Secretary/Administrative Assistant provides support and organization to the Chief and Council meetings and also serves as Primary contact for the Director of Operations/Chief.

Typical Duties:

- 1) To assist Chief and Council by recording minutes of Chief and Council meetings and have copies to each Council Member. Have agendas and all documentation prepared for Council prior to meetings, and be responsible to prepare follow up letters to appropriate Departments, and Band Members. And have minutes typed and ready to hand out to Council at the next meeting.
- 2) Maintain proper records and filing of weekly documentations & meetings for the Chief and Council.
- 3) Type letters as requested by Director of Operations/Chief.
- 4) Return phone calls and set up meetings as necessary.
- 5) Copy of Decisions & Motions to members as requested and all relevant parties
- 6) And assist in any other related duties as required by the Director of Operations/ and/or Chief

Qualifications:

- 1) Minimum of Grade 12 supplemented with Administrative Assistant Course or Minimum of 2 years experience in the Administrative Assistant field.
- 2) Must have exceptional skills in Microsoft Word and Excel.
- 3) Must have experience in minute taking.
- 4) Excellent oral and written comprehension.
- 5) Flexible to travel and work evenings.
- 6) Must have great time management skills to balance the many demands of this position
- 7) Confidentiality
- 8) Detail Oriented

Lisa Wilson

Direct of Human Resources

St. Mary's First Nation

150 Cliffe Street

Fredericton, N.B. E3A 0A1 or

Fax (506) 472-6220 or email to lisawilson@smfn.ca

Deadline for Applications will be at 4:30 PM on Thursday June 16th, 2016.