



## **St. Mary's First Nation/ Chief Harold Sappier Memorial School Job Competition**

### **Office Administrative Assistant 2020-2021 School Year**

Under the general supervision of the Chief Harold Sappier Memorial School Office Manager the Administrative Assistant will be responsible for providing daily support to the Office Manager and/or Principal.

#### **Qualifications:**

- 1) Minimum of 1-3 years of experience as Administrative Assistant
- 2) Strong knowledge of Email, Internet and Social Media
- 3) Strong Computer skills / Knowledge of Microsoft Applications
- 4) Communication in both oral and written
- 5) Must be reliable, trustworthy, dependable & able to follow directions
- 6) Ability to multitask & have excellent organization skills
- 7) Confidentiality is a must
- 8) Must be a quick learner and be able to work independently.
- 9) Ability to pay attention to detail
- 10) Must be a St. Mary's First Nation Band Member
- 11) Must provide Clean Criminal Record Check

Applications should be forwarded to:

**Jan Rouse**  
**Human Resources Generalist**  
**150 Cliffe Street**  
**Fredericton, NB**  
**E3A 0A1**  
**Fax (506) 472-6220 or**  
**Email: [janrouse@smfn.ca](mailto:janrouse@smfn.ca)**

**Closing Date for Applications will be on August 31<sup>st</sup>, 2020 at 4pm**