



**MUSKODAY FIRST NATION**  
**Employment Opportunity**

## **Administrative Clerk F/T**

Muskoday First Nation **Administration Office** is seeking the services of an **Administrative Clerk**.

The Administrative Clerk will perform a variety of administrative and clerical duties in support of various programs and departments:

- Answering and directing in-coming telephone calls.
- Strong public rapport.
- Picking up and recording in-coming mail.
- Providing clerical support to all staff in the office.
- General reception duties.

Requirements:

- Confidentiality must be maintained.
- Must have a grade 12.
- A certificate in office education would be an asset.
- Computer skills in Word, Excel and Outlook would be an asset.
- Must be familiar with office procedures.
- Must be reliable, punctual and trustworthy.
- Strong organizational skills.
- Must be adept at dealing with the public under various circumstances.
- Successful applicant must provide a CPIC.
- **A valid driver's license and a reliable vehicle.**

Submit resumes to:

Ernie Dreaver Human Resources Officer

Box 99 Muskoday, SK S0J 3H0

Fax: (306) 764-7272

Email: [resume@muskodayfn.ca](mailto:resume@muskodayfn.ca)

**Deadline for Applications: July 24th, 2024, at 4:30pm**  
**Late entries will not be accepted.**