



Poundmaker's Lodge  
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Toll Free Number 1(866) 458-1884  
www.poundmaker.com

## EMPLOYMENT OPPORTUNITY

### Administrative Assistant -Casual Position

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Poundmaker's Lodge is a 64 bed Residential Addiction Treatment Centre and is one of the oldest First Nations, Metis and Inuit addictions program in Canada. Poundmaker's Lodge requires a casual employee who will assume the responsibility as an Administrative Assistant. The successful candidate will have excellent computer, organization, and multitasking skills and enjoys working in a fast paced environment.

#### **Duties and Responsibilities:**

The Candidate will provide administrative support and will be responsible for maintaining the client files, creating and maintaining a resource library, booking appointments and transportation for clients, and any other administrative tasks required. They will also be responsible for covering the receptionist for scheduled break times.

#### **Qualification Criteria:**

- 1) Post-secondary business/office administration certificate or diploma preferred and 1-3 years in an administrative position, preferably in a residential treatment setting
- 2) Proficiency in Microsoft Office Suite
- 3) Knowledge of databases is an asset
- 4) Strong analytical and problem solving skills
- 5) Work within a First Nations, Metis and Inuit environment.

#### **Knowledge and Skills Required:**

- 1) Maintaining confidentiality is essential;
- 2) Strong organizational and time management skills are essential;
- 3) Excellent verbal and written communication skills and computer literacy skills are required
- 4) Knowledge of Indigenous culture will be an asset
- 5) Knowledge of Indigenous language and culture is an asset

#### **Other:**

- 1) Valid driver's license and reliable transportation for work related duties;
- 2) Criminal Records Check Mandatory;
- 3) Demonstration of a healthy lifestyle will be an asset.
- 4) Knowledge of addictions and mental health concerns will be an asset

Only successful candidates will be contacted for an interview.

Salary will depend on experience and qualifications.

Resumes without cover letters will NOT be accepted. Cover letter must demonstrate your experience with Indigenous populations. Fax or email cover letter and resume to [brad-cardinal@poundmaker.org](mailto:brad-cardinal@poundmaker.org)

**This position will remain open until a suitable candidate is found.**