



Poundmaker's Lodge
Box 34007 Kingsway Mall Post Office
Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884, Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.ca

INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Administrative Assistant

Casual Position

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 any other administrative tasks required. They will also be responsible for covering the receptionist for scheduled break times. The administrative assistant will drive clients to appointments or meetings in a company vehicle when required.

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

DEADLINE DATE: OPEN UNTIL FILLED

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified

Submit applications to both Brad Cardinal and Julie Nadeau, information provided below:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Email: Brad-Cardinal@poundmaker.org

Julie Nadeau
Executive Assistant
Poundmaker's Lodge Treatment Centres
Email: Julie-Nadeau@poundmaker.org

Successful applicants may be required to undergo security clearance including:

1. Criminal record check with vulnerable sector.
2. Drivers Abstract.
3. List of three current references with phone numbers.