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**Position Profile; KFN PHL Administration Assistant (Oct.19, 2009)**

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<b>Position Title:</b>	Key First Nation Pelly Haylands Administration Assistant
<b>Area of Responsibility:</b>	Key First Nation Pelly Haylands Trust Agreement
<b>Reports to:</b>	Key First Nation Pelly Haylands Trust Manager KFN PHL Portfolio Councillor

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**1) Position Summary: Pelly Haylands Administration Assistant Job Description**

Reporting to the Key First Nation Pelly Haylands Trust Manager the KFN PHL Administration Assistant shall be responsible for all administrative duties of the KFN PHL Trust Management. For greater certainty these duties and responsibilities shall include but not be limited to the following;

- Receiving and recording messages or communications from Key First Nation Band Members regarding any business pertaining the operation and management of the Key First Nation Pelly Haylands Trust Agreement.
- Filing and recording of all KFN PHL documentation requirements associated with the KFN Pelly Haylands Trust Agreement. This will especially include the filing and paperwork associated with the Pelly Haylands Per Capita Distribution (in general, and in relation to Minors turning the age of Eighteen).
- Record, transcribe and file and/or distribute meeting minutes of all Pelly Haylands meetings or decisions directly (or indirectly as the case may be).
- General clerical duties such as sending fax messages, photocopying and filing with a date log of all communications received or distributed.
- Effective Maintenance of KFN PHL Trust Management Filing System in general. Also to include any other clerical duties as normally required at any professional organization (including any computer filing or web site editing that may be required from to time).
- Prepare or assist in preparation of all related Pelly Haylands meetings. This will include the booking of meeting rooms and travel arrangements, or the securing of incidental services that may be required in the provision of any Pelly Haylands Meetings or business.
- Prepare or assist in the compilation and distribution of any information or material that may be required for the provision of any Pelly Haylands Meeting or related meeting(s).

- Any other clerical or administrative duty as may be assigned by Chief & Council from time to time in the interest of effective KFN PHL Administration or KFN Administration.

## 2) Education & Training

- Must possess a certificate or diploma in office administration or an acceptable combination of related experience and/or training.
- Must be fluent in computer programming and operation including but not limited to; spreadsheet accounting programs, computer troubleshooting, internet web-site programming and editing. (This should be evidenced by certified qualification or substantial evidence of past experience).
- Must be willing to travel when required, possess valid driver's license and reliable vehicle. Must submit a criminal records check indicating bondable status.

## 3) Experience

- One to three years in an office or administrative position.
- Demonstrated Ability to use and operate standard office equipment, computer and related software.

## 4) Knowledge, Skills and Behaviours

- Communication
- Problem Solving, Organizational, Teamwork skills
- Maintaining/taking direction
- Computer Skills
- Ability to use and/or trouble shoot computer program problems, photocopiers and fax machines.
- Knowledgeable of First Nations Cultural Issues and Indian Government general protocols.

### **Please submit resume applications and cover letters to:**

Key First Nation, P.O. Box 293, Norquay, SK., S0A-2V0, FAX:306-594-2545

**Attention: Administration Portfolio** – Angela Desjarlais **Email:** agdesjarlais@yahoo.ca