



EMPLOYMENT OPPORTUNITY

POSITION: **Administrative Assistant & Analyst**
SUPERVISOR: Senior Negotiator-TRTFN/Senior admin assistant
WAGE: \$25-31 hourly depending on education and work experience.
STATUS: Full-Time Position (72hr pay period) in **Whitehorse, Yukon**
CLOSING DATE: Until filled

POSITION SUMMARY:

The Taku River Tlingit First Nation (TRTFN) is seeking an experienced individual to join our Administration Department. Reporting to the Senior Negotiator Manager/Senior administrative assistant (when needed) the Admin. Assistant & Analyst is responsible for providing administrative support to the External negotiations department, as well as making accommodations and developing tools to facilitate meetings and improving systems.

DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

1. Word processing correspondence, memorandums, documentation, etc. from written or oral instruction using various software programs.
2. Follow up on requests for information and assisting the Senior Negotiations Manager and staff (where applicable) with various administrative matters and support.
3. Conducting basic research using the internet and other sources and providing research results to that manager and department including documents, spreadsheets, data analysis, tables, graphs, statistics, and information pertinent to the department's programs and projects.
4. Maintain the TRTFN record management according to the Administrative and Operational Classification System (ARCS & ORCS) by regularly updating the filing system, creating new files for new fiscal year, archiving files from previous years, maintaining an electronic and hard copy of the filing system. Providing support and directions to organize and maintain a filing system and archiving system for their specific areas of responsibility.
5. Obtain and maintain funding resources; provide support to maintain timely compliance and obligations with funding grants.
6. Maintaining External Negotiations department assets list, updating information and inventory lists for the office.
7. Supervise receptionists & special events staff, providing daily tasks, and monitoring the quality of work on an intermittent basis. Provide all support needed for Elders meetings and special events, including video conferencing.
8. Other tasks as deemed necessary.

EDUCATION, SKILLS AND EXPERIENCE

- A Bachelor's degree in Business Administration or Political Science (4-year degree) from a Canadian university mandatory. An equivalence of professional experience will be considered.
- Experience working with First Nations preferred. Interest in indigenous governance and multi-cultural programs delivery.
- Highly proficient in All Microsoft Office applications, specially Excel.
- 2-years' experience in equivalent or higher position.

CONDITIONS OF EMPLOYMENT

- Criminal Record Check
- Valid driving license and willingness to commute to TRTFN offices in Atlin when/as required.

To submit a resume contact: admin.assist@gov.trtfn.com

Preference will be given to Tlingit First Nation citizens.
