



COLD LAKE FIRST NATIONS

Employment Opportunity

Job Title: Senior Administrative Assistant
Department: Lands and Resources
Location: Cold Lake First Nations – PLC Building

Job Purpose:

This position provides professional administrative support to the Cold Lake First Nations Lands and Resources Department. including support for department objectives and operations and ensuring efficiency and effectiveness in administrative processes. The Department is a positive and supportive team environment where excellence in administrative processes is valued.

Duties and Responsibilities:

The Senior Administrative Assistant will support and directly report to the Lands and Resources Department management team. The Senior Administrative Assistance ensures that day-to-day operations of the Department run smoothly. Specific duties and responsibilities of the Senior Administrative Assistant include, but are not limited to:

Administrative Support:

- Greet and provide service to office clients and visitors.
- Overall coordination of Department scheduling and time management
- Plan and manage meetings, including scheduling appointments, booking meetings, and making meeting-specific arrangements (e.g., catering, venue reservation, etc.). This duty includes taking meeting minutes and agenda preparation, upon request.
- Oversee travel itineraries for Department staff and if required, coordinate travel for department staff. Making event arrangements, including but not limited to venue reservation, development and distribution of invitations, catering, development and distribution of event communications, coordination of audio-visual and other technical support, etc.
- Provide administrative support to and participate in, committees, meetings and project teams as required.
- Assisting with special projects, as needed.
- Draft grant requests and populate grant forms. Carry out grant expense tracking and reporting.
- Develop and update office policies and procedures, upon request.
- Maintain accurate and organized records. Associated duties include filing, data entry and records management, as requested.
- Ordering office and kitchen supplies.
- Carrying out mail runs and distribution of the daily mail.

Financial Management:

- Prepare and administer team/department expense claims with attention to appropriate budget codes and finance procedures.
- Administer Department accounts payables including preparation of invoices and/or financial reporting documents in accordance with specific contractual requirements.
- Prepare, submit, and track check requisitions.
- Provide expense management against approved Departmental and project-specific budgets (receive incoming invoices, validate to budget detail, and prepare payment-coding instruction for Accounts Payable, ensuring the proper signatory authorizations are obtained).
- Support and contribute to budget preparation and tracking of income and expense against budgets.
- Support bookkeeping and payroll activities as needed.

Contract Administration:

- Maintain Department contract templates and supporting agreement templates (e.g., confidentiality agreement template).
- Maintain Department contracts with external organizations and consultants, including housing and tracking contracts, ensuring all contracts are valid and tracking expenses against contract budgets.
- Administer contracts, including the identification of appropriate contract templates and supporting agreements for proposed work, supporting budget development, and facilitating contract / agreement signing.

Help Desk & Hardware:

- Complete and submit requests for technology and IT, ensuring delivery lead times are met and adhere to defined policy, procedures, and checklists.

Facility Services:

- Create/support seating/office plans.
- Coordinate repair or maintenance.
- Coordinate key/lock management.
- Procurement of new furnishings, upon request.

Correspondence:

- Screen incoming calls, faxes, and emails.
- Evaluate, communicate, record, and distribute incoming and outgoing correspondence.
- Digitize hard-copy correspondence, as requested.



COLD LAKE FIRST NATIONS

Employment Opportunity

Onboarding:

- Coordinate administrative responsibilities related to hiring and onboarding new staff and contractors.
- Advise hiring managers on process and documentation requirements (as provided by Human Resources).

Knowledge, Skills and Abilities Required:

Any combination equivalent to experience and education that could provide the knowledge and abilities would be qualifying.

- A minimum 3-5 years of experience or completion of a one to two-year business administrative program or high school diploma with 3 years of related experience.
- Excellent computer skills with a strong working knowledge of Microsoft Office and other office software.
- Project management / coordination skills.
- An understanding of finance and methods used to track and manage income and expenditures.
- Knowledge of the Cold Lake First Nations culture, government, languages, and community dynamics is considered an asset.
- Attention to detail and strong organizational, analytical, time management, communication, and teamwork skills.
- Critical thinking and analytical skills.
- Ability to prioritize and task-manage independently and as part of a team. Ability to rapidly adjust to shifting priorities.
- Must have excellent communication, public relations skills, and interpersonal skills.
- Demonstrates accuracy and ability to meet deadlines.
- Demonstrates dependability.
- Ability to work independently.
- Ability to work well with all levels of management and staff as well as external partnerships.
- Ability to maintain a strict sensitivity to confidential and conflict of interest matters.
- Must have reliable transportation.

Working Conditions and/or Physical Requirements:

- Monday to Thursday 8:30am – 4:30pm, Friday 8:30am – 2:00pm. Working hours can vary and/or flexible depending on type of assignment or work plan task.
- Work is performed indoors and involves sitting for long periods of time.
- Verbal communications are conducted face to face, via email and on the telephone.
- A computer keyboard is used to enter and retrieve data and requires continuous or repetitive arm-hand movements. The ability to lift a maximum of 35lbs is required.

Salary, Applications, and Deadline:

Please ensure that you meet the qualifications of the position with either the educational or employment requirements in combination and/or equivalents. Please submit your resume and cover letter to hr@clfn.com. We thank all candidates who apply and advise that only those selected for further consideration will be contacted. This employment opportunity will remain open until a suitable candidate is found.

Note to Candidates: The department would be willing to split this position into two part time roles if suitable candidates apply. This could also involve the use of a contractor for the high end of the role. We encourage people to apply even if they do not meet all the qualifications or if they exceed the qualifications.