



Pasqua FIRST NATION

Elementary School Administrative Assistant

Where: CPEC Elementary School - Pasqua First Nation #79

Job Summary:

Chief Paskwa Education Centre Elementary School is seeking an Administrative Assistant responsible for providing general administrative assistance to the principal and staff and organizing and maintaining an efficient school office that contributes to the successful day-to-day operations of Chief Paskwa Education Centre for the benefit of the school, students, staff and parents.

Responsibilities include, but are not limited to:

- Answering phone calls, responding to general inquiries
- Monitoring and allowing visitors access through the front secured door
- Greeting parents and visitors
- Preparing and filing daily attendance slips
- Calling parents after attendance is taken if student is absent
- Ordering school/office supplies as needed
- Provide administrative support to the principal and staff
- Prepare monthly newsletters and calendars
- Receive and sort mail
- Maintain office and photocopier supplies
- Prepare letters to be sent home with students
- Electronically enter daily attendance
- Handle petty cash and reconciliation of AP, AR and invoices
- Other duties as required



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Knowledge, Skills and Abilities:

- High degree of proficiency in database software and Microsoft Office applications, particularly Word, Excel, publisher and Outlook.
- Knowledge of Basic Accounting Principles
- Ability to operate office equipment
- Ability to display professionalism in all interactions as the first point of contact
- Ability to manage confidential material and maintain staff and student privacy
- 1 year Office Support Certificate Preferred OR Grade 12 with strong computer knowledge
- A valid Class 5 driver's license
- Criminal Record Check & Vulnerable Sector Check

DEADLINE: July 31, 2024

If you are interested in applying for this position, please submit a detailed resume along with 3 references to:

Email: twyla.saulteaux@pasquaeducation.com

Attention: Twyla Saulteaux-CPEC Elementary Principal
PO Box 10
Pasqua, SK S0G-5M0

Rate: Starting at 16.49/hour or based on education and experience

The Pasqua First Nation relies on the Saskatchewan Human Rights Code to give preference in employment for this position. Citizens of Pasqua First Nation are encouraged to apply.