



Pasqua FIRST NATION

**PASQUA FIRST NATION
INVITES APPLICATIONS FOR THE FOLLOWING POSITION:
Front Desk Reception – Casual/On Call**

Where: Pasqua First Nation Band Office

Job Summary:

P.F.N. Band Office is seeking a Casual/On Call Administrative Assistant, who will be responsible for providing general administrative assistance to P.F.N. office staff by organizing and maintaining an efficient office that contributes to the successful day-to-day operations.

Responsibilities include, but are not limited to:

- Answering phone calls, responding to general inquiries
- Ordering supplies as needed
- Provide administrative support to all visitors and staff
- Other duties as required

Knowledge, Skills and Abilities:

- 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 privacy
- 1 year Office Support Certificate Preferred OR Grade 12 with strong computer knowledge
- A valid Class 5 driver's license
- Criminal Record Check

DEADLINE: OPEN UNTIL POSTIONS ARE FILLED

If you are interested in applying, please submit a detailed resume along with three (3) references to email: hr@pasquafn.ca

While we appreciate all of those that are interested, we will only be contacting eligible applicants for an interview.

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.