



Employment Opportunity

Blackfoot Confederacy Health Administrative Officer

The Blackfoot Confederacy which consists of the four Niitsitapii Nations, Siksika, Kainai, North and South Piikani are seeking to hire a highly skilled **Health Administrative Officer**.

The Administrative Officer will primarily support the Health Director and Health Coordinator by performing the function of the administrative assistant including a variety of administrative and clerical duties. This position will require a highly skilled individual with dynamic executive and administrative experience.

Primary Roles and Responsibilities

- Answer incoming health calls and check daily health voicemails
- Ensure reception and Health offices are tidy and presentable, with all necessary stationery and materials. Receive, sort and distribute health mail and deliveries.
- Order supplies and keep inventory of stock and manage inventory supply room
- Update calendars and schedule meetings and events
- Minor cleaning and upkeep of boardrooms, main lobby and kitchen area before and after health meetings.
- Assist Health staff and outside stakeholders to schedule, manage, and book confederacy boardrooms
- Provide administrative and executive support to BFC Health department.
- On occasion attend Health Co-management meetings, take minutes and any other meetings the Health Director seems necessary.
- Coordination of schedules, arranging meetings, distributing memos and reports and ensuring that staff is kept current of necessary information
- Streamlining Reports, PowerPoint presentations for Health Staff and Board Members
- Booking venues spaces, catering, ensure digital requirements are available and accessible for meetings, conferences, and other such gatherings
- Professional minute taking
- Coordinate travel expenses and assists to coordinate travel at any given time





Requirements and Qualifications/Skills.

- Proven experience as an administrative support
- Proficient in Microsoft Office Suite and G-Suite
- Excellent written and verbal communication skills
- Excellent organization and research skills
- Strong technical skills and abilities
- Knowledge and understanding of the Blackfoot Language and Culture.
- Professional attitude and appearance
- Ability to organize a daily workload of priorities
- A proactive approach to problem solving with strong decisions making skills
- Minimum equivalent requirement: Office Administration with 3-5 years administrative experience
- Reliable vehicle and valid driver's license
- Willingness to travel for meetings if necessary.

Compensation

Salary: Will be based on experience and educational background.

Opening & Closing Date

September 13th, 2021- September 27th, 2021

Please forward CV/Resume directly to: Bonnieh@blackfootconfederacy.ca. Only those selected for an interview and further screening process will be contacted. Internal/External posting.

THANK – YOU

