



**Exciting Career Opportunity**  
**Administrative Assistant, Fisheries Dept**  
**Closing Date: September 14, 2023**

**General Description:**

Under the direction and supervision of the Fisheries Manager, this position provides general administrative support to the Department.

**Responsibilities:**

- Acts as a point of contact to filter incoming calls as well as respond to external and internal general enquiries.
- Distributes incoming and outgoing mail.
- Works closely with finance to process invoices, travel claims and payments that includes performing data entry into financial system.
- Prepares correspondence, reports, posters and a variety of other documents as requested.
- Maintains office equipment (photocopier) that includes calling for repairs.
- Coordinates meetings and training events (e.g. catering, room bookings, packages, etc.)
- Maintains leave tracking systems such as training and Dept attendance records.
- Ensures the completion and submission of new hire kits, fisher contracts and time sheets with appropriate signatures.
- Tracks employee hires and layoffs, that includes preparing ROEs, for Fishers
- Provides administrative support to Request for Proposal (RFP) process as well as maintains office supply inventories and places orders.
- Maintains records management system and the digitization of files.
- Other related administrative duties as needed.

**Qualifications and Education:**

- Grade 12 or equivalent plus one year of work experience or equivalent.
- Administrative training from a recognized educational institution is considered an asset.
- Proficient in MS Office Suite (Email, Word, Excel) and/or ability to learn new software.
- Ability to work independently to meet deadlines and prioritize workloads.
- People-oriented with a desire to be proactive and create a positive work environment for all.
- Open to, and interested in, obtaining the required skills and competencies for the position.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Must have a valid driver's license & access to a reliable vehicle with automobile insurance.
- Open to, and interested in, obtaining additional required skills and competencies for the position.
- A criminal records check is required. Having a criminal record is not necessarily a determinate factor.

SIPEKNE'KATIK  
522 Church Street  
Indian Brook, NS  
B0N 1W0

Tel: 902.758.2049  
Fax: 902.758.2017



## Benefits

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. Starting salary based on qualifications.

Please apply with a resume, cover letter (applicants who self-identify as indigenous are to state their community ties in their cover letter) and criminal records check to:

Human Resources Manager  
Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***