



# ADMINISTRATIVE ASSISTANT

Paqtnkek Mi'kmaw Nation is seeking a dedicated and friendly Administrative Assistant to join our team. This is an exciting opportunity to work in a dynamic, community-focused environment where your organizational and communication skills will make a meaningful impact.

## POSITION OVERVIEW

The Administration Assistant plays a vital role in supporting the day-to-day operations of the Paqtnkek Mi'kmaw Nation administration. Reporting directly to the Chief Administrative Officer (CAO), this position requires a community-minded individual with exceptional communication and organizational abilities.

## RESPONSIBILITIES

- Respond promptly and professionally to requests and questions from community members.
- Coordinate facility schedules to ensure smooth operation and availability of resources.
- Assist in administrative tasks and provide support to the Chief Administrative Officer, Band Office Directors and employees.
- Maintain a friendly and welcoming environment within the office.
- Perform other duties as assigned to support the administration team.

## QUALIFICATIONS

- Excellent communication skills, both verbal and written.
- Strong organizational skills with the ability to multitask and prioritize effectively.
- Friendly, community-oriented demeanor with a focus on delivering exceptional service.
- Proficiency in standard office software (e.g., Microsoft Office Suite).
- Previous administrative experience is an asset.





## HOW TO APPLY

Interested candidates are invited to submit their resume to:  
David Kearns, HR Director

Email: [david.kearns@paqtnkek.ca](mailto:david.kearns@paqtnkek.ca)  
Applications will be accepted until January 3rd, 2025.

Paqtnkek Mi'kmaw Nation is committed to creating a welcoming and inclusive workplace. We encourage applications from all qualified individuals, especially members of the Mi'kmaw community.

