

ADMINISTRATIVE ASSISTANT

JOB POSTING

LOCATION: Saskatoon, Saskatchewan
Aboriginal Friendship Centres of Saskatchewan Office (AFCS)
306.955.0762
243 Robin Crescent
Saskatoon, SK S7L 6M8
www.afcs.ca

WAGE: \$49,000-59,000 annual rate

How to Apply: Please send your cover letter and resume to jobs@afcs.ca

POSITION DESCRIPTION

The Aboriginal Friendship Centres of Saskatchewan (AFCS) is looking for an energetic and coordinated team member to help keep our team organized and proficient. If you are highly organized with experience and/or training in administrative duties, we would love to hear from you.

DUTIES & RESPONSIBILITIES

- Schedule and coordinate logistics of appointments, meetings, and travel plans
- Assist AFCS team tasks such as preparing correspondence, documents, presentations, reports, invoices, publications, and other marketing materials (AGM, Membership Meetings, Board of Director Meetings, etc.)
- Attend phone calls, respond to office emails, take messages, and record all communications
- Open, sort, and distribute incoming correspondence including email
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
- Determine, establish, and implement office procedures
- Set up and maintain manuals for office procedures including onboarding staff, computer software and hardware systems, and filing systems
- Assist with marketing strategies as assigned (social media, communication strategies, swag, etc.)
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Other duties as assigned by the AFCS

Qualifications

- High school diploma is a minimum requirement
- Office education program or equivalent (2+ years) experience
- Experience using software packages, such as Microsoft Office and its applications, and online applications such as social media
- Basic bookkeeping and office knowledge
- Experience with website administration would be an asset
- Knowledge of an Indigenous language is an asset
- Strong written and verbal communication
- Organization and time management skills
- Problem-solving and analytical skills
- Attention to detail
- A Criminal Record Check (CPIC) will be required for the successful candidate