



ADMINISTRATIVE ASSISTANT

Full Time Position- Edmonton, Alberta

Closing Date – March 23rd, 2023

Native Counselling Services of Alberta's mission is to promote the resilience of the Indigenous individual and family, through programs and services that are grounded in reclaiming our interconnectedness, reconciliation of relationships and self-determination.

Native Counselling Services of Alberta head office is responsible for the overall daily operations of the organization and supporting other offices within the province. The position will perform administrative duties involving typing, filing, preparing correspondence, reports, statistics, and other clerical services as required. The individual will assist with the overflow of work from other administrative staff.

Currently, NCSA is looking for a individual to fill the position of Administrative Assistant/Receptionist in our head office.

Specific responsibilities of the position include:

- Supporting staff and clients by answering, screening telephone calls, making appropriate referrals and providing resource information as needed.
- Managing outgoing and incoming mail, coding invoices, greeting visitors.
- Complete monthly program stats for various NCSA programs.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing, and reconciliation.**
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Diploma in office administration and/or extensive work experience.
- Proficient with computers, Microsoft 365, and internet.
- Strong interpersonal relations, conflict management, leadership, time management.
- Excellent written and verbal communication skills, ability to pay attention to detail, handle multiple tasks and prioritize work to meet deadlines.
- Must have a reliable vehicle, valid Alberta driver's license with required insurance for the position.
- Must provide up to date criminal record, driver's abstract.

Starting salary: \$36,500.00 annual

Please forward your resume and cover letter to:

Marg Milicevic, Manager, Human Resources

Email: careers@ncsa.ca

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the hiring process, please contact our Human Resource team.