

**Head Office**

Swan Lake First Nation 200-200 Alpine Way, Headingley, Manitoba R4H 0B7

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## **WE ARE GROWING!! CAREER OPPORTUNITY Executive Assistant**

Are you a seasoned professional who is looking for a new opportunity? Are you looking to make a difference for the SCO First Nations community members? If this sounds like you then keep reading about the opportunities we have open at SCO.

A little bit of who we are and what we offer:

- Southern Chiefs' Organization (SCO) works with 34 southern First Nations in Manitoba;
- We foster a work environment that supports staff to grow and develop through training opportunities and taking on increasingly more important responsibilities;
- Full and comprehensive benefits package including up to 9% matched pension contribution;
- A pool of qualified candidates will be created and more than one position may be filled through this competition.

If this sounds great so far, then keep reading for further details about the position:

- As an Executive Assistant you will be responsible for providing administrative and management support to one of SCO's Directors. You will maintain and organize the Director's calendar, manage travel arrangement and itineraries. Ensure the necessary background materials, briefing notes and supporting documentation are prepared and provide administrative support to a Chiefs Committee and provide a liaison role with member First Nations.
- You will need a minimum of Grade 12 and 5 years related work experience in a senior administrative role. Demonstrated equivalent combination of education and experience may be considered. Certificate or diploma in Office Administration an asset.

If you feel this position speaks to you then please submit a cover letter and resume by mail, email or fax to:

**humanresources@scoinc.mb.ca**

**Fax: 204-946-1871**

Deadline for applications is **August 2, 2019, 4:30 p.m.** We thank all those who apply, but only those considered for the position will be contacted. Late submissions will not be accepted.

*As a First Nations employer we encourage individuals with First Nations ancestry to apply.*

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*"Representing Anishinaabe and Dakota First Nations in Southern Manitoba"*