



BLOOD TRIBE DEPARTMENT OF HEALTH INC.

Job Description

TITLE: Administrative Assistant – Summer Student

DEPARTMENT: Administration

REPORTING TO: Office Manager

SUMMARY OF WORK

The focus of this position is to provide administrative and technical support services to the Administration Team in ensuring the Integrated Quality Management Framework is maintained. The Administrative Assistant will provide technical skills, practical knowledge and self-motivation to carry out clerical functions and support for the Administration Team.

DUTIES AND RESPONSIBILITIES

- Interact effectively and professionally with all BTDH employees, visitors and general public.
- Provide information to staff and/or clients about special activities.
- Answer all incoming telephone calls and direct to appropriate program/department.
- Record telephone, e-mail, or written message for staff members.
- Administer and manage inbound/outbound mail, including priority post, courier services, packages, emails, faxes and other correspondence.
- Receive and distribute all forms of paper correspondence.
- Maintain efficient and effective filing system.
- Maintain the employee/visitor sign in/out process
- Prepare meeting minutes, agendas and meeting packages as required.
- Make travel arrangements, including booking hotel rooms, flights and expenses as required.
- Assist with creating correspondence, presentations, reports, letters, and memos as required.
- Assist in event planning for organizational activities.
- Maintain efficient and effective filing system.
- Order office supplies.
- Respect and maintain confidentiality at all times.
- Engage in other duties as assigned by Administration Leads.