

## **QUALIFICATIONS**

- A post-secondary Diploma/Certificate from a recognized secretarial program.
- One to two years related experience reporting to senior level position
- Excellent organizational, communication and interpersonal skills.
- Must have extremely strong skills in Microsoft Office and office equipment.
- Ability to work independently, meet target deadlines and manage multiple tasks.
- Familiarity with the Blackfoot Culture and language is an asset.

## **SALARY RANGE:**

- To commensurate with education and work experience.