



## **BIGSTONE CREE NATION TRUST**

P.O. Box 990  
WABASCA, AB T0G 2K0

Telephone Number: 780-891-3836 Ext.293  
Toll Free Number: 1-800-268-6783  
Fax Number: 780-891-3888

### **Wabasca**

### **Employment Opportunity**

### **Full-Time Administrative Support**

Bigstone Cree Nation Trust is seeking a highly motivated person to fill the position of an Administrative Support. This individual will be responsible for providing administrative support to the Trust Administrator and Trust Finance and must be well organized with the ability to work independently, multi-task, possess strong work ethic and have experience with Microsoft programs.

#### **Duties/Responsibilities**

- Updating voter beneficiary addresses, working closely with Membership to ensure accurate recording
- Web updates - posting and inputting posters to provide communication with Bigstone members.
- Incoming Mail – open, sort, distribute correspondence
- General office duties: create and maintain a proper filing system, typing correspondence/reports, able to prepare and assist in taking minutes at meetings.
- Assist with ongoing projects/proposals.
- Provide administrative support to the Trust Administrator and Trust Finance.
- Involved in Trust-related procedures such as preparing proposal binders, ballot count and to meet Trust deadlines as per Trust Agreement
- Other duties as required.

#### **Knowledge/Abilities/ and Skills:**

- Good knowledge of office procedures
- Meeting deadlines in a professional manner
- Excellent communication, organizational skills and strong written skills
- Speaking and/or understand our Cree language is an asset
- Must be a team player and able to work with minimal supervision

#### **Qualification Requirements:**

- Certificate in Office Administration
- Experience with all Microsoft Office programs
- Previous receptionist experience is an asset
- Must have an up to date criminal record check.

#### **Submit cover letter, resume, C.W.I.S and criminal record check to:**

Romeo Cardinal, Trust Administrator  
Box 990  
Wabasca, AB T0G 2K0  
780-891-3836 (Work) 780-319-9649 (Cell)  
Email: [Romeo.Cardinal@bigstone.ca](mailto:Romeo.Cardinal@bigstone.ca)

Closing Date for this Employment Opportunity will be: June 14, 2024

**Posted on May 31, 2024**

Thank-you in advance for all the applicants. Only applicants that meet the criteria will be contacted for an interview.