



# APPRENTICE CARPENTER

Public Works – Service and Maintenance



The Apprentice Carpenter supports residential construction, repair, and maintenance projects within Tsuut'ina Nation while developing carpentry skills under the supervision of a Journeyman Carpenter.

## Key Highlights:

- Full-Time Position
- Two (2) Vacancies
- Assist with residential construction, framing, and finishing tasks
- Measure, cut, and assemble materials
- Operate and maintain tools safely
- Assist in interpreting blueprints and building plans
- Maintain safe and organized worksites
- Participate in apprenticeship training and skill development

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Apprentice Carpenter - REF#2602-01" in the subject line by February 23, 2026 at 11:59 PM MST

## Requirements:

- High School Diploma or GED
- Indentured Apprenticeship Status is an asset
- Basic math and measurement skills
- Knowledge of construction safety practices
- Valid Driver's License and reliable transportation
- Criminal Record Check, and Oath of Confidentiality



# ADMINISTRATIVE ASSISTANT

Tsuut'ina Development Authority



The Administrative Assistant provides comprehensive administrative and clerical support to ensure efficient office operations, accurate records management, and responsive customer service.

## Key Highlights:

- Full-Time Position
- Perform general office duties including reception and data entry
- Maintain accurate and confidential records
- Assist with permit processing and utility billing
- Manage calendars, meetings, and correspondence
- Support regulatory compliance initiatives
- Provide professional customer service

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with "Administrative Assistant - REF#2602-02" in the subject line by February 23, 2026, at 11:59 PM MST

## Requirements:

- High School Diploma or GED (CAEC)
- Post-Secondary Education in Office Administration or Records Management is an asset
- Previous Administrative or Clerical experience
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check



# ASSISTANT RECRUITER

Human Resources



The Assistant Recruiter provides administrative and coordination support throughout the full recruitment lifecycle to ensure organized, compliant, and efficient hiring processes.

## Key Highlights:

- Full-Time Position
- Support job postings and monitor competition timelines
- Coordinate and schedule interviews, including candidate communication
- Prepare physical and digital interview materials
- Maintain accurate, confidential recruitment files and documentation
- Update recruitment tracking tools and records
- Assist in process improvement efforts

## To Apply:

Email your resume to [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com) with “Assistant Recruiter - REF#2602-03” in the subject line by March 4, 2026, at 11:59 PM MST

## Requirements:

- High School Diploma or GED (CAEC)
- Post-Secondary Education in Human Resources, Business Administration is an asset.
- Experience in administrative support roles
- Strong organizational and communication skills
- Ability to maintain confidentiality
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Oath of Confidentiality