



ADMINISTRATIVE ASSISTANT

Health and Wellness Services



Provides administrative and office coordination support to the Health and Wellness Director and program staff to ensure efficient departmental operations.

Key Highlights:

- Part-Time, Fixed-Term Contract
- Monday through Friday, from 10:00 am to 2:00 pm with additional coverage hours as needed
- Coordinates meetings, schedules, and general office procedures
- Provides administrative support including filing, invoices, payroll coordination, and documentation
- Assists with financial processes such as cheque requisitions, purchase orders, and budget coding
- Maintains organized personnel and administrative files

To Apply:

Email your resume to Jobs@tsuutina.com with "Administrative Assistant - REF#2603-09" in the subject line by March 27, 2026, at 11:59 PM MST

Requirements:

- High School Diploma or GED, with training in a related field
- Two (2) years of administrative experience
- Knowledge and understanding of financial procedures
- Proficiency with Microsoft 365 applications, databases, and Xyntax
- Valid Driver's License and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check

****Tsuut'ina Citizens Only****