



## Job Summary

**Location:**  
Délıne, NT

**Department:**  
DRRC

**Annual Salary:**  
TBA

**Benefits:**  
TBA

**Employment Type:**  
TBA

**Closing Date:**  
Open until Filled

## DRRC Administrative Assistant

The Délıne Renewable Resource Council Administrative Assistant is responsible for providing administrative and clerical services to ensure effective and efficient operations. The Administrative Assistant reports to the Manager of DRRC and is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will ensure that operations are maintained. The incumbent ensures all work and projects related to the operation and maintenance of the DRRC Department are administered and maintained in an effective, up-to-date, and accurate manner.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Délıne Got'ıne Government operational policies and procedures and governance institutions
- Knowledge of office administration, office machines and basic bookkeeping procedures
- Ability to maintain accurate filing systems and spot and correct inconsistencies, errors and cross-referencing required
- Excellent interpersonal skills
- Ability to work as a collegial and effective team player
- Problem solving skills
- Ability to take instruction, seek instruction, and make decisions within prescribed scope of authority, and easily identify when decisions should be referred to supervisors
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate spreadsheet and word processing programs
- Stress management skills
- Time management skills
- Be flexible
- Possess cultural awareness and sensitivity
- Fluency in Dene Kádá language is preferred
- Perform other related duties as required

### Submit Resume and Cover Letter to:

Human Resources  
Department  
Délıne Got'ıne Government  
P.O Box 156  
Deline, NT X0E0G0  
Tel (867) 589-8100  
[Hr.manager@gov.deline.ca](mailto:Hr.manager@gov.deline.ca)  
[Hr.assistant@gov.deline.ca](mailto:Hr.assistant@gov.deline.ca)

### THIS POSITION IS TYPICALLY ATTAINED BY

- The Administrative Assistant would normally attain the required knowledge and skills through completion of office procedures coursework combined with related administrative experience
- Post-secondary Grade 12 education or equivalent
- Preference will be given to Délıne Beneficiary
- Successful Candidate will be provided training.
- Equivalencies will be considered