

## Job Summary

**Location:**  
Déljné, NT

**Department:**  
Education Services

**Annual Salary:**  
\$45,500.00  
\$25.00 per hour

**Northern Living Allowance:**  
\$28,050.00 per annual

**Benefits:**  
NEBS

**Employment Type:**  
Indeterminate

**Closing Date:**  
Open until Filled

## Education Services Administrative Assistant

The Administrative Assistant is responsible for providing administrative and clerical services to ensure effective and efficient operations of the Education Services Department. The Administrative Assistant reports to the Director of Education Services and is responsible for providing administrative and clerical services. The Administrative Assistant ensures all work and projects related to the operation and maintenance of the Education Services Department are administered and maintained in an effective, up-to-date, and accurate manner.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déljné Got'jné 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
- Possess cultural awareness and sensitivity
- Be flexible
- Ability to speak Déljné Got'jné language is an asset
- Perform other related duties as required

### 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 Déljné Beneficiary
- Training Position will be provided to Successful Candidate
- Successful Candidates must provide a criminal record check and vulnerable sector check with the local RCMP Detachment
- Equivalencies will be considered

**Submit Resume and  
Cover Letter to:**

Human Resources  
Department  
Déljné Got'jné 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)

### ADDITIONAL REQUIREMENTS Pre-employment Screening

- Criminal Records Check
- Vulnerable Sector Check