



# **PEERLESS TROUT FIRST NATION**

## **Employment Opportunity**

### **Administrative Support**

#### **PTFN Health Services Department**

#### **1 Term Position until December 31, 2025**

#### **Peerless Lake, Alberta**

***Working together, with community members and leadership we commit to bringing different programs that will promote healthy living and active supports for all people in the communities of Peerless Lake and Trout Lake, known as the Peerless Trout First Nation. Peerless Trout First Nation is located 68 kilometers northeast of Red Earth, Alberta.***

Under the direct and functional supervision of the Manager of Health Services, the Administrative Support will perform administrative and clerical duties to support the smooth functioning of the Health Services department, the reception area, and the medical transportation office. The successful candidate must be a team player, be collaborative, be able to take initiative to get the work done, be reliable, and be flexible and willing to take on a variety of tasks.

#### **Specific duties to include:**

- Type correspondence, reports, memos, minutes, workplans and other documents as requested.
- Maintain confidential filing system of information relevant to Health Services.
- Distribute documents, meeting minutes, agendas, and promotion materials for health services clinics.
- Answer phones, handle messages, and book appointments as required.
- Manage mail for the Health Centre.
- Manage Residence reservations, key distribution and collection, and ensure that the Residence is kept clean and functioning accordingly.
- Ensure timely submission and accurate filing of staff time sheets and travel claims.
- Process reimbursement travel claims for medical trips using private vehicles.
- Monitor MTRS vehicle insurance and fuel card expiry dates.
- Prepare cheque requisitions, process incoming invoices and submit to Finance for payment in a timely fashion.
- Provide administrative support to Health Services Manager as needed.
- Support medical transportation office as needed to facilitate scheduling of clients to appointments and drivers' assignment to trips.
- Communicate effectively with clients, caregivers, healthcare providers, and van drivers to ensure timely, high-quality, and efficient service delivery.
- Provide confidential customer service to clients and their families, addressing any concerns or questions related to transportation services.
- Verify client information and medical needs to determine appropriate transportation scheduling.

#### **Qualifications:**

- 1-2+ years' administrative support experience.
- Superior customer service skills.

- Effective communication skills both written and verbal with the ability to listen attentively.
- Highly organized, a multi-tasker with effective planning skills.
- Must enjoy helping and working with people.
- Must possess basic computer and keyboarding skills and have working knowledge of MS Word and MS Excel.
- Completion of High School is an asset, but all interested applicants will be considered.
- Fluency in Cree is an asset.
- Must provide a copy of drivers' license and current drivers abstract.
- Must provide a clear RCMP Police Information Check.

**Deadline: March 7, 2025, at noon**

Please submit a cover letter and resume citing ***Administrative Support*** in the email subject line to: [Hr@ptfn.net](mailto:Hr@ptfn.net).

**We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted**