



Saddle Lake Cree Nation

Whitefish Lake First Nation

Job Title:	Administrative Assistant	Job Category:	FTE
Department/Group:	nehiyawewin meskanâs Project	Job Code/ Req#:	Job Code/ Req#
Location:	IKWC	Travel Required:	Yes
Level/Salary Range:	\$20-\$24/hour	Position Type:	Full-time
HR Contact:	HR Contact	Date Posted:	August, 2026
Will Train Applicant(s):	yes	Posting Expires:	when suitable candidate id.
Applications Accepted By:			
EMAIL: colleen.dion@saddlelake.ca wayne.jackson@wfl128.ca Subject Line: Project Admin Assistant		MAIL: Colleen Dion Saddle Lake Cree Nation Box 130 Saddle Lake, AB T0A3T0 Wayne Jackson Whitefish Lake First Nation Box 271 Goodfish Lake, AB T0A1R0	
Job Description			
ROLE AND RESPONSIBILITIES We are currently looking for an experienced Administration Assistant to help ensure the efficient and smooth day to day operations of the Language Reclamation Project. This position will be based out of the Project office. The successful candidate will be hired as FTE status with a three (3) month probation period or as the workload allows. We offer competitive wages along with benefits for full-time staff. The wage for this position will be based on previous experience and training where applicable. Key Accountabilities / Responsibilities / Competencies: · Handling and assisting with document distribution and other administrative projects and responsibilities - Returning phone calls and emails on behalf of the project or a project executive - Researching travel options, presenting itineraries, and booking itineraries with hotel contact - Arranging and attending meetings as required - Preparing and submitting requisitions and expense reports - Transcribing meeting proceedings - Helping project employees with internal and external documents, capability in researching archives - Working knowledge of office procedures and equipment. - Proficient in MS Office (Outlook, Excel, Word, Power point), web browsers and Canva. - Capable of working alone or in a team setting. - Excellent written and verbal communication skills in Cree and English and be communicating regularly with staff and community - Excellent organizational skills for documentation and cataloguing of project files - Capable of multi-tasking and meeting time sensitive deadlines. - Must possess a strong work-ethic. - Must maintain confidentiality as it relates to sharing sensitive project information. Qualifications and Education Requirements Administrative experience: 2 years (preferred) Cree fluency preferred, oral and written			

PREFERRED SKILLS

Formatting documents, images, and video footage. Archival research. Working knowledge of AI apps.

ADDITIONAL NOTES

Knowledge of First Nations' language apps and fonts.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time