

**NATIVE COUNSELLING SERVICES OF ALBERTA**  
**Administrative Assistant**  
**Calgary, Alberta**



**Competition No. 1743**  
**Closing Date: May 16<sup>th</sup>.2018**

Native Counselling Services of Alberta (NCSA) is a diverse, dynamic non-government organization that is committed to the holistic wellness and equitable treatment of Alberta's Aboriginal individuals, families and communities since 1970. NCSA currently has a position for an Administrative Assistant in our Calgary office. The Administrative Assistant plays a pivotal role in the overall programs and services with NCSA by providing administrative support to coworkers in Calgary and Southern Alberta. This is an exciting, challenging role with additional training provided.

**Skills and Qualifications:**

- Administrative Diploma and/or previous work experience as an administrative field.
- Ability to deal with colleagues and community in a professional and courteous manner and to develop and strengthen professional working relationships.
- Confidence with ability to exercise independent judgement in managing the activities of the office on a day-to-day basis.
- Excellent computer skills with accurate typing of 50wpm, attention to detail, handling multiple tasks and prioritize to meet deadlines.
- Ability to demonstrate diplomacy, discretion, confidentiality and professionalism at all times.
- Excellent working knowledge of MS Office, Web browser; and working knowledge of Adobe is an asset.
- Reliable vehicle, valid driver's license with required liability insurance.
- Up to date Criminal Record Check, Driver's Abstract.
- Experience working in the Aboriginal community and knowledge about Alberta's Aboriginal people is an asset.

**Please forward resume  
and covering letter to:**

Manager Human Resources  
Native Counselling Services of Alberta  
14904- 121 A Avenue  
Edmonton, Alberta T5V 1A3  
Fax: 780-482-7893, Telephone:780-451-4002  
Email: [marg-milicevic@ncsa.ca](mailto:marg-milicevic@ncsa.ca)

*We thank all applicants in advance. Only those selected for an interview will be contacted.*

