

**NATIVE COUNSELLING SERVICES OF ALBERTA  
ADMINISTRATIVE ASSISTANT  
Edmonton, Alberta**



**Competition No. 1780**

**Closing Date: January 15, 2019**

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 an opportunity for a passionate and organized administrative professional with an interest in positively influencing clients and co-workers. Your ability to build rapport quickly and respectfully while redirecting various stakeholders to appropriate contacts is essential. You will provide a wide range of administrative supports including but not limited to drafting correspondence, proofreading, tracking action requests. This is a full time position permanent position.

**Skills and Qualifications:**

- Administrative Diploma and/or previous work experience as an administrative assistant.
- 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 and attention to detail, handling multiple tasks and prioritize to meet deadlines.
- Ability to demonstrate diplomacy, discretion, dependability, confidentiality and professionalism at all times.
- Excellent working knowledge of MS Office Word, Excel, Access, Outlook.
- Reliable vehicle, valid driver's license with required liability insurance.
- Up to date Criminal Record Check, Child Intervention check, Driver's Abstract.
- Must have extensive working knowledge of Native people, their culture, language and a diverse range of cultures.

**Please forward resume to:**

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

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

