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 Indigenous individuals, families and communities since 1970. NCSA is currently accepting resumes for an organized administrative professional with an interest in positively influencing clients and co-workers in the Grande Prairie and Northwest Region. 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 permanent position in our Grande Prairie office with flexibility to acquire additional skills and training.

Skills/Qualifications:
• Administrative Diploma and/or previous work experience in the 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 the 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, Word, Excel, Access and Outlook.
• Reliable vehicle, valid driver’s license with required liability insurance for the position.
• Up to date Criminal Record Check, Driver’s abstract, Child Intervention Check.
• Must have extensive working knowledge of Indigenous 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
Telephone/Fax: 780-492-7893
Email: marg-milicevic@ncsa.ca

We thank all applicants, all responses; only candidates under consideration will be contacted.