



**Saskatchewan Indian Cultural Centre**  
**POSITION DESCRIPTION**

305-2555 Grasswood Rd. E.  
Saskatoon, SK S7T 0K1

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<b>Job Title:</b>	<b>OFFICE MANAGER</b>	<b>Reports to:</b>	PRESIDENT
<b>Job Classification</b>	A180	<b>Salary Range:</b>	TBD

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**Job Summary:**

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The Office Manager will provide a full range of timely confidential administrative and executive support and related services to the President's Office using considerable independent judgment in making decisions. The Office Manager will work collaboratively across the organization and its functional areas in advancing the work of the President's Office. As well as receiving and directing visitors to the President's Office, the Office Manager will also assist in Board of Governor relations.

**Skills and Abilities:**

- Knowledge of administrative procedures and systems within the office environment including processes, practices and computer applications
- Extensive experience in providing executive support and assistance at a senior level and an ability to effectively organize meetings, travel, community visits, and special projects
- Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive and confidential matters
- Must be able to function in a computerized environment and possess an excellent knowledge of the current Microsoft Office software, including word processing, spreadsheet, database, and presentation computer programs
- Excellent interpersonal skills and demonstrated ability to work collaboratively and effectively with a broad range of individuals and groups

**Qualifications:**

- A minimum of a two-year diploma in business/organizational management or related field or equivalent education and experience
- A minimum of 7 years progressively more responsible administrative experience in an executive office, preferably in a First Nation's organization
- Should have a minimum of two years' experience providing support to an Executive or senior officer
- Ability to speak a First Nation language is a definite asset

All interested individuals should forward a cover letter clearly demonstrating how they meet the requirements of the position, a current resume and three letters of recommendations that address the qualifications no later than **June 26<sup>th</sup>, 2017 at 5:00 pm.** Fax all documents to 306-955-3577 or e-mail to [hr@sicc.sk.ca](mailto:hr@sicc.sk.ca).

Saskatchewan Indian Cultural Centre  
Attention: Human Resources  
305 – 2555 Grasswood Road East  
Saskatoon, Sask. S7T 0K1

We sincerely thank all those candidates who apply for their interest; however, only those selected for an interview will be contacted.