



Administrative Assistant (Part-time)
Wek'èezhì Land and Water Board
Yellowknife, NWT

The Wek'èezhì Land and Water Board (WLWB)

The WLWB is a highly-respected organization with a collaborative and dynamic work environment. We are focused on fulfilling our mandate to provide for the conservation, development and utilization of land and water resources for the optimum benefit of residents of Wek'èezhì and for all Canadians.

Administrative Assistant

We are seeking a highly organized individual to work part-time in our Yellowknife office. The Administrative Assistant is responsible for:

- providing administrative support services to ensure prompt and efficient operation of the office
- providing administrative and organizational support to the Finance Department
- providing administrative support services to Board Members
- preparing for, coordinating, and arranging Board Meetings, and
- completing other administrative duties.

The Candidate

The successful candidate will have completed an office procedures and/or bookkeeping program and have related administrative and bookkeeping experience. The candidate will also have:

- very good computer skills
- very good communication skills
- strong problem solving skills
- strong interpersonal skills and a willingness to work as part of a team
- very good organizational and time management skills
- the ability to work effectively with limited supervision
- familiarity with the Tlicho language, culture and way of life.

Equivalencies will be considered. Please send a cover letter and resume highlighting your experience by 5:00 PM on February 23, 2018 in confidence to:

The WLWB Human Resources Committee
c/o NorthWays Consulting
northwayscareers@northwestel.net

We thank all those that apply, however, only those candidates selected for an interview will be contacted.