



Maskwacis Education Schools Commission

Administrative Assistant/Purchasing Clerk JOB POSTING

MESC has **employment opportunities** for **Administrative Assistant**:

Department: Finance

About the Organization

The Maskwacis Education Schools Commission (MESC) is the new amalgamated school authority in Maskwacis, Alberta. Its 11 schools serve approximately 2600 students from Ermineskin Cree Nation, Louis Bull Tribe, Montana First Nation and Samson Cree Nation.

With a renewed focus on Cree language and culture, MESC schools offer a strong balance between local Nehiyaw (Cree) core values according to the Maskwacis Declaration on Education and provincial academics as outlined in Alberta Education Programs of Study.

About the Position

The Administrative Assistant/Purchasing Clerk is an important role within the organization. Among other administrative duties, the successful candidate must be able to process PO's, requisitions, and deal with the suppliers. This individual will be responsible for maintaining the confidentiality at all times.

How to Apply

Interested applicants must have the following criteria:

- Resume (up to date) with phone number and 3 references

Qualifications:

- Minimum grade 12 with 2 to 3 years experience in administration
- Must be able to multitask due to the high volume of purchasing required for the district.
- Be able to communicate effectively, organized and professional.
- Certificate/Diploma in Administrative training preferable.
- Ability to speak Cree will be an asset.

All successful applicants will be required to submit a clear Criminal Record Check along with a clear Child Intervention Check prior to employment being offered.

Please submit complete Application Packages to:

Maskwacis Education Schools Commission
People Services Branch
hr@maskwacised.ca

We appreciate and consider all applications; however, only those candidates selected for an interview will be contacted.

Deadline for applications: April 23, 2019