

PERSONNEL &  
STAFF DEVELOPMENT  
BOX 480, LA RONGE  
SASK. S0J 1L0  
PHONE: (306) 425-2183  
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1-800-567-7736



# Lac La Ronge Indian Band

## EMPLOYMENT OPPORTUNITY

### **CLOSED COMPETITION**

*"Restricted to band members"*

The Lac La Ronge Indian Band's Education Department is accepting applications for the following full-time position, based out of the **Sally Ross School in Hall Lake, SK:**

### **SECRETARY-RECEPTIONIST**

**The suitable candidate will be able to perform the following duties:**

- General office secretarial/receptionist duties (ex. directing of calls; dealing with general inquiries from students/public).
- Providing administrative support as required: typing, photocopying, faxing, sorting/routing mail, and composing and preparing letters from general instructions.

**The suitable candidate will possess the following qualifications:**

- Grade 12 diploma (required)
- Certificate in Office Administration/Office Education (preferred – related training and/or experience may be considered)
- Experience in Secretarial/Receptionist duties.
- Strong background in computers, including MS Office (Word, Excel, Outlook, etc).
- Excellent verbal and written communication skills.
- Proven interpersonal and organizational skills.
- Punctual and reliable.
- Ability to speak Cree is a definite asset.

**Deadline for applications: January 25, 2018 by 11:59PM**

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors), one from your most recent/current employer**, to the following:

Human Resource Office,  
Lac La Ronge Indian Band  
Box 480  
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183  
Fax: (306) 425-2170  
E-mail: ([hinfo@llrib.ca](mailto:hinfo@llrib.ca))

**\*\*Note: Your references MUST be people who you reported to and had directly supervisory authority of you. In the cover letter, please indicate permission to contact references\*\***

**For further information, call Beatrice Fremont, Principal of SRS at (306) 425-5041.**

*LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check. Please be advised applications received without the proper documentation shall not be considered. Telephone interviews will not be granted.*