

PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
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Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

CLOSED COMPETITION

'Restricted to Band Members and permanent employees of LLRIB'

The Lac La Ronge Indian Band's Education Training & Employment Branch is now accepting applications for the following full time position based out of **Chief Moses Ratt School (CMRS), Sucker River:**

Secretary/Librarian

Under the general direction of the school Principal, the Secretary-Librarian will provide combined services of a secretary-receptionist and library clerk.

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

- Perform school secretarial and receptionist duties;
- Perform library clerk duties;
- Other tasks as assigned by the supervisor.

The suitable candidate will possess the following qualifications:

- Clerk Typist, Office Education or business computer program or related training;
- A combination of education and experience will be considered;
- Excellent communication and organizational skills will be an asset;
- Computer skills and experience are essential;
- Must be willing to take direction from a supervisor;
- Some library knowledge or previous experience would be an asset
- Must have a valid Driver's License;
- Must provide a satisfactory Driver's License and Criminal Record Check/Vulnerable Sector Check.

Date of posting: July 30, 2019

Deadline for applications: Until Suitable Candidate is found

LLRIB employees are entitled to a complete benefit (pension and insurance) package, northern living allowance, housing allowance where applicable.

To apply, please submit a **cover letter** and **resume** including **three (3) references 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: (hrinfo@llrib.ca)

Please be advised applications received without the proper documentation may not be considered.

Note: In the cover letter, please indicate permission to contact references.

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.

Telephone interviews will not be granted.