

## Job Summary

**Location:**  
Deline, NT

**Department:**  
Education

**Salary:**  
TBA

**Northern Living  
Allowance:**  
Yes

**Employment Type:**  
Indeterminate FT

**Relocation:**  
N/A

**Housing:**  
N/A

**Closing Date:**  
Open Until Filled

Apply to:  
[jobs@gov.deline.ca](mailto:jobs@gov.deline.ca)

Human Resources Department  
Délina Got'ine Government  
P.O. Box 156  
Deline, NT X0E 0G0  
Tel (867) 589-8100  
[www.deline.ca](http://www.deline.ca)

## ADMINISTRATIVE ASSISTANT – EDUCATION DEPARTMENT

The Administrative Assistant is responsible for providing administrative and clerical services to ensure effective and efficient operations of the Education Department.

The Administrative Assistant reports to the Director of Education and is responsible for providing administrative and clerical services to the Education Department

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of common software applications such as Word, Excel and PowerPoint.
- Strong problem-solving skills with ability assist in resolving problems in a timely manner.
- Excellent communication skills with good ability to build relationships with internal clients/colleagues online and in person.
- Reliable with a positive learning attitude, and ability to work independently and with a team
- Time management skills and effective written communication skills
- A Criminal Record / Vulnerable Sector check must be provided.

## THIS POSITION IS TYPICALLY ATTAINED BY

- Demonstrated self-taught strengths in computer software applications.
- Grade 12 diploma.
- Some related work experience and/or equivalent combination of education and experience would be an asset.
- Some knowledge of administration, office machines, and basic skills with spreadsheet and word processing programs
- Ability to speak Deline Got'ine language is an asset.