WOODLAND WELLNESS CENTRE
BOX 850, AIR RONGE
SASK. S0J 3G0
PHONE: (306) 425-9109
FAX: (306) 425-9108
1-877-425-3450
hrinfo@woodlandwellness.ca

EMPLOYMENT OPPORTUNITY

OPEN COMPETITON

The Lac La Ronge Indian Band's Woodland Wellness Centre is inviting applications for the following **Permanent Full-Time Term** *(Leave Coverage)* position based out of **La Ronge, SK**:

Administrative Assistant

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

- Record and transcribe minutes for meetings as requested by Immediate Supervisor;
- Organizing and assisting meetings, arranging travel and accommodations;
- Photocopy/prepare relevant materials and reports;
- Answer/redirect all in-coming calls;
- Update work plan as activities are completed;
- Receive/distribute in-coming/out-going correspondence;
- Clerical duties including: taking meeting minutes, faxing, filing and office management;
- Tracking supplies and maintenance of office equipment;
- Other work-related duties as assigned by Immediate Supervisor.

The suitable candidate will possess the following qualifications:

- Grade 12 Diploma or Equivalent;
- Office Administration Certificate or Office Education Certificate is preferred;
- One-Year experience in an office setting is required;
- Combination of education and experience may be considered;
- Proficient computer skills in Microsoft Office Suite (i.e. Word, Excel, Teams and Outlook);
- Experience using office equipment (i.e. fax machine and photocopier);
- **Must** have a Valid Class 5 Driver's License and own a reliable vehicle;
- **Must** provide a satisfactory and recent; Criminal Record Check, Vulnerable Sector Check, and SGI Driver's Abstract.

Date of Posting: September 17, 2026 **Deadline: Until Suitable Candidate is Found**

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

Human Resource Office
Woodland Wellness Centre
Box 850
Air Ronge, SK. S0J 3G0

Phone: 306-425-9109
Fax: (306) 425-9108
E-mail: hrinfo@woodlandwellness.ca
Website : https://llrib.com/llrib-jobs/

NOTE: Please be advised applications received without the proper documentation shall <u>not</u> be considered. In the cover letter, please indicate permission to contact references. Your references MUST be people who you reported to and had direct supervisory authority over you. Also, please provide your Criminal Record/Vulnerable Sector Check and Driver's Abstract with your application.

- Telephone interviews will not be granted. However, an interview via Teams may be granted.
- LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted.
- Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.