



Employment Opportunity Operations Officer

Location: Edmonton, Alberta
Start Date: As soon as possible
Position: Full-time, permanent
Competition closing: April 28, 2017 at 4:30 p.m.

First Nations Technical Services Advisory Group (TSAG) provides technical services and training for Alberta First Nations in the Treaty 6, 7 and 8 Regions.

Currently, *First Nations Technical Services Advisory Group Inc (TSAG)* is seeking an **Operations Officer** in **Edmonton, Alberta**.

Reporting to the Director of Operations, this role will provide operational assistance across a range of departments. You will be primarily responsible for reporting and in particular providing quality assurance and control, timely delivery and basic report generation.

Specifically, you will be:

- Ensuring cross departmental reports are edited, consistent, accurate and submitted within strict deadlines;
- Maintaining confidentiality and using discretion on all matters relating to the affairs of *TSAG*;
- Occasionally writing and submitting basic reports and web based communication content; and
- Providing assistance with data entry.

Skills / Experience required include:

Potential candidates must have a diploma or certificate in business administration or a related field. Work experience in these fields is an asset. Experience copywriting, editing and/or detailed reporting is required. Ideally you will be someone who is organized and likes to follow systems and processes. Applicants must have a valid driver's license.

Desired skills and characteristics include, but are not limited, to:

- Impeccable attention to detail
- Proficient with MS office programs (word, excel, outlook, etc.)
- Event planning or meeting coordination experience an asset
- Excellent organizational, administrative and planning skills
- Excellent verbal and written communication skills
- Proven time management skills, with the ability to set priorities and meet deadlines. Must be both an independent self-starter and someone who works well in a team environment
- Flexibility in dealing with changing priorities

Interested applicants can submit a resume and cover letter highlighting qualifications to Amy Cairns, Director of Operations at acairns@tsag.net or fax (780) 483-8632 by 4:30pm, April 28th, 2017. Only those candidates selected for an interview will be contacted.