



Job Opportunity: IRS Assistant

Who We Are?

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history, and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a substantial portion of Athabasca oil sands deposits. For nearly 30 years, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs and infrastructure.

We are currently looking to hire a Full Time **IRS Assistant**. This opportunity will be a full-time permanent position and is ideal for an experienced administrative professional.

The IRS Assistant will provide support and be a primary point of contact on all matters pertaining to the IRS team and with the Fort Chip Truth Scanning Project team. The successful candidate will assist providing IRS support and acting as the first line of communication for internal and external stakeholders. The IRS Assistant will have the ability to anticipate the team's needs, think critically and offer solutions with an elevated level of professionalism and confidentiality.

Who You Are?

We are looking for passionate and detail orientated IRS Assistant who can support in the day-to-day front-line functions, effectively communicate timely and accurate information to key stakeholders and employees, deal with changing priorities on the fly, and can solve tough problems.

You have 1-2 years administrative experience. You have post-secondary education specializing in Administration, Office Admin, or Business. The ideal candidate is proficient in MS Office programs such as Word, Excel, PowerPoint to draft and communicate information.

- Being the initial point of contact, to answer phones and greet visitors.
- Maintains appointment/meeting schedules by planning and scheduling meetings, conferences, teleconferences, and travel when required.



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- Overseeing the front end and clerical services including reception.
 - Maintaining all office supplies, business cards, catering and other needs requested by departments within the organization.
 - Responsible tasks such as, producing documents and reporting, collecting, and preparing information for meetings, composing correspondence, and maintaining contact lists.
 - Maintain cooperative and effective working relationships with all employees.
 - Provides support with coordinating and managing all activities related to corporate events as required.
 - Maintain electronic filing system.
 - Aids with research activities of the Mikisew department by coordinating the identified research activities with the Director and other personnel within the Department.
 - Be self-motivated with minimal direction – be able to use discretion to complete tasks as needed.
 - Other duties as assigned.

Qualifications

- A minimum High School diploma or GED is required.
- Post-secondary Diploma specializing in Administration, Office Management, Business Administration, or a related field is an asset.
- Minimum of 2-3 years of experience in a similar role.
- Solid understanding of standard office administration practices and procedures.
- Working experience managing multiple calendars.
- Knowledge of First Nations communities.
- Provide administrative support to our team, including but not limited to answering phones, responding to emails, and maintaining calendars and schedules.
- Organize and coordinate meetings, including scheduling, preparation of agendas, taking and distributing meeting minutes, and making travel arrangements.
- Manage and maintain confidential files and records, ensuring their accuracy and completeness.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook).
- Excellent organizational and time management skills, with the ability to multitask and prioritize effectively.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Strong problem-solving skills and the ability to work independently.



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- High level of professionalism and discretion.
 - Ability to maintain confidentiality.

Other Requirements

- Possess valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel to Fort Chipewyan as required.
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to oath of confidentiality.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

How to Apply

If you or someone you know is interested, please send your resume to betty@impacthr.ca. The position will be open until it is filled.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!