



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
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piapotnation.com

WE ARE HIRING

**Housing & Community Infrastructure Administrative Assistant
One Full-Time Position
Located on Piapot First Nation**

JOB SUMMARY

The administrative Assistant will report to the Housing & Community Infrastructure Manager. This position will be responsible for providing administrative and operational support for housing, public works, sanitation, and community buildings. This role ensures efficient record-keeping, maintenance coordination, financial processing, and communication with tenants and community members.

Responsibilities include, but not limited to:

- Maintain and update the housing application and asset databases.
- Manage housing applications, tenant files, and related documentation.
- Assist in drafting communications and correspondence for tenants and housing occupants.
- Assist in preparing reports and meeting materials.
- Take minutes during meetings.
- Assist in managing maintenance requests for housing units.
- Process invoices for accounts payable and track rent payments.
- Respond to member inquiries regarding housing programs and community services.
- Support housing program initiatives and special projects as needed.

Qualifications:

- High school diploma or equivalent (Grade 12) required.
- Post-secondary education in Office Administration, Business Administration, or related field is preferred.
- Minimum 1-2 years of administrative or clerical experience, preferably in an office or government setting.
- Valid Saskatchewan driver's license & reliable vehicle.

The Piapot First Nation offers great benefits and pension plan for all employees.

DEADLINE: Monday, March 30, 2026 @ 4:30 PM

If you are interested in applying for this position, please send cover letter detailing your qualifications with your resume and three current work-related references to:

EMAIL: hr@piapotnation.com

**Attention: Human Resources Piapot First Nation
General Delivery, Zehner, SK S0G 1K0**

We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.