



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION: Executive Assistant
Dakota Ojibway Health Services (DOHS) – Administrative Team

LOCATION: Dakota Ojibway Health Services
200-200 Alpine Way, Headingley, MB

CLOSING DATE: Friday April 3, 2026 @ 3:00pm

EXECUTIVE ASSISTANT

Under the direction and supervision of the DOHS Leadership, the Executive Assistant shall maintain various administrative duties for DOHS Leadership. The position supports internal and external programming in their pursuit to assist and build capacity to their member First Nation communities.

KEY RESPONSIBILITIES:

- Provide direct administrative support to the DOHS Leadership and Health Advisory Board
- Strong time management skills and ability to flexibly shift tasks depending on needs
- Prepare travel schedules, book travel arrangements and make reservations for DOHS Leadership; Health Advisory Board
- Coordinate logistics of programs including meetings, workshops, special projects and events
- Distribute priority correspondence for leadership
- Prepare and transcribe minutes
- Ability to update website on pending events, pictures and information applicable to website.

QUALIFICATIONS: (including, but not limited to)

- Post-secondary education in office administration or equivalent field
- Minimum three (3) years' experience within an Office Assistant, Administrative Assistant, or equivalent capacity
- Knowledge of health care system along with Indigenous Services Canada system and their respective roles
- Strong knowledge of office procedures and practices
- Proficient in use of Apple Products and advance Microsoft Office applications
- Must have excellent written and verbal communication skills
- Strong attention to detail and interpersonal skills
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Good organizational, time management and prioritizing skills
- A high level of integrity and discretion in handling Ability to handle confidential information

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle

Interested applicants are invited to forward a resume and cover letter, including two (2) references to:

DAKOTA OJIBWAY HEALTH SERVICES

Attn: Human Resource Coordinator

Ph: (204) 988-5370

Fax: (204) 947-5179

Email: theresam@dohs.ca