



Employment Opportunity Prevention Operations Coordinator

MGBHLM First Nation is seeking a Prevention Operations Coordinator who plays an important role in supporting the Prevention Department. Through strong administrative and secretarial support, this position helps keep the office running smoothly, supports communication and organization, and maintains accurate records. The role also includes coordinating and monitoring the use of department vehicles to support prevention programs and community services.

Duties:

- Provide front-line office support, including answering phones, greeting visitors, and responding to inquiries in a respectful and professional manner
- Ensure all units are equipped with necessary documentation and supplies according to Company requirements.
- Ensure compliance with all federal, provincial, and local regulations related to fleet operations, including licensing, registration, and inspections.
- Manage relationships with vendors and suppliers to ensure timely and cost-effective vehicle ordering, maintenance, and repair services.
- Coordinate daily use of department vehicles, including sign-in and sign-out procedures
- Ensure all fleet-related documentation is complete and up to date
- Support the overall operations of the department as needed
- Provide administrative support for programs, events, and community initiatives
- Conduct any other relevant activities as requested by the prevention manager

Qualifications

- Strong organizational and time management skills
- Proficiency in Microsoft Office, Word, Excel, Outlook
- Good communication and interpersonal skills
- Understanding of and respect for MGBHLM community values and cultural practices

Mandatory Requirements:

- Grade 12;
- 1-2 years of experience in an office setting;
- Valid driver's license;
- CPIC.

How to Apply

Deadline: June 08, 2026

Please submit your resume to:

Email: human.resources@mosquitofn.ca

MGBHLM First Nation Box 177Cando, SK S0K 0V0

Only those selected for an interview will be contacted.