



Saskatchewan Indian Equity Foundation Inc.

“SIEF is currently seeking an enthusiastic and dynamic team member to assist in the growth of this unique First Nation financial institution”.

The Saskatchewan Indian Equity Foundation Inc. (SIEF) is one of the leading Aboriginal financial institutions in Canada. SIEF has been providing lending services to First Nations in Saskatchewan since 1986 and currently serves more than 300 clients.

POSITION TITLE: SUMMER STUDENT – OFFICE ASSISTANT

POSITION SUMMARY:

The Saskatchewan Indian Equity Foundation Inc. is seeking an energetic post-secondary student to provide support as an Office Assistant during the summer months. The student will be reporting to the General Manager.

WHO CAN APPLY?

Post-secondary students with Aboriginal ancestry are encouraged to apply. Student must be between 15-30 years of age at the start of employment and must be registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year. Proof of enrolment must be provided. Students must be current residents of Saskatchewan and eligible to work in Canada. Ideally, the student should have some experience working in a professional office environment with a strong client service focus. Other requirements include:

- Strong leadership and interpersonal skills.
- Excellent organizational and analytical abilities.
- Knowledge of the financial principles with the ability to analyze financial data.
- Knowledge and experience with commercial lending.
- Proven experience conducting proper due diligence and risk management within all projects and responsibilities.
- Must be bondable.

SALARY: \$13.00 per hour

EMPLOYMENT START/END DATE: May 27 to Aug 16, 2019 (12 weeks)

LOCATION: SIEF Head Office, Saskatoon, SK

CLOSING DATE: Friday, May 10, 2019 (4:30 pm)

Please submit resume with covering letter and three (3) references to the attention of the **Human Resource Manager** at:

Saskatchewan Indian Equity Foundation Inc.
Asimakaniseekan Askiy Reserve
202A Joseph Okemasis Drive
Saskatoon SK S7N 1B1
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