



ANISHINAABE ABINOOJII FAMILY SERVICES

EMPLOYMENT OPPORTUNITY - INTERNAL/EXTERNAL

Administrative Assistant

Contract Position to March 31, 2024 with possible extension

Location – Kenora

POSITION SUMMARY:

The Administrative Assistant is a full-time position. The Administrative Assistant coordinates the efforts of a team of staff to ensure their efforts culminate in meeting service objectives. This position supports the Niiganikaapaawitang (Niigoni) Nanadamowin Counselor program and reports to the Director of Services.

QUALIFICATIONS

- Community College Diploma or minimum Grade 12 Diploma with two years related experience; a combination of skills, education and experience may be considered,
- Knowledge of the communities, family structure, as well as the First Nation customs and traditions,
- Ability to take direction and work within agency philosophy, mandate, policies and procedures,
- Ability to receive visitors and telephone calls in a professional, respectful and gracious manner,
- Ability to direct visitors and phone call appropriately and provide general non-confidential information,
- Experience in general office administration procedures to include logging incoming and outgoing mail, maintain an inventory of office supplies and filing,
- Experience working with Microsoft Word, Excel, PowerPoint and client-based data systems,
- Ability to perform a variety of clerical tasks, including drafting correspondence and creating presentations,
- Superior communication and interpersonal skills,
- Excellent time management, problem-solving and decision-making skills,
- Committed to ensure highest level of confidentiality at all times,
- Ability to work flexible hours,
- Must have minimum keyboard speed of 50 words per minute,
- Must possess a valid Ontario G Driver's License, be willing to travel and provide Driver's Abstract, and
- Ability to speak Ojibway is preferred and a definite asset.

WORKING CONDITIONS:

Normally performed in a typical interior office environment generally working at a set schedule of standard business hours, located in the offices of AAFS. The position will require sitting for long periods of time at a desk, perhaps sharing a workspace with other colleagues. The incumbent will be required to work in an atmosphere adhering to strict deadlines and at times consisting of repetitive duties that may involve a computer, website, telephone and faxing requirements. Periodic travel is also required.

AAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Right Code of Ontario.

Salary Range: \$44,030 - \$54,000 per annum

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Internal and/or Indigenous applicants. Please self-identify upon applying.

AAFS welcomes and encourages applications from peoples with disabilities and will provide accessibility accommodations as part of the application process upon request.

Applicants resumes may be used to create a qualified candidates list for recruitment of other positions within our organization.

IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER QUOTING FILE #AA2023OUF to:

Manager of Human Resources c/o 20 Main Street South, Kenora, Ontario P9N 1S7 Fax: (807) 548-1345 or by E-mail: AAFS.HumanResources@aafs.ca

DEADLINE TO SUBMIT APPLICATION IS: Open Until Filled