



**Ne-Chee Friendship Centre
requires a
Part Time (24 hours per week)
EXECUTIVE ASSISTANT**

RESPONSIBILITIES

- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data and graphics
- Conserve Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Maintain organizational confidence and protects operations by keeping information confidential
- Make all travel and hotel arrangements
- Complete projects and tasks from assigned work by Executive Director and Human Resources Manager
- Prepare reports by collecting and analyzing information
- Secure information by completing data base backups
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions
- Responsible for Bank deposits; Filing; Database entry; Copying and organizing materials for meetings; General administrative support
- Coordinate contractual work for the Centre
- Perform other reasonable duties which may be assigned from time to time by the Executive Director and or Human Resources Manager

QUALIFICATIONS

- Business, Human Resource management or Office Administration Education; and at least two years administration experience
- Strong communication (oral & written) skills, time management, leadership, teambuilding and interpersonal skills, basic book-keeping skills are an asset
- Ability to work in a busy office environment with frequent interruptions
- Exceptional knowledge of Microsoft Office & Windows
- Excellent organizational skills; ability to work independently and as a collaborative team member
- Experience working in an Aboriginal organization and sound understanding of Aboriginal culture and values
- Knowledge of Friendship Centre Movement
- Must possess a valid driver's license and own vehicle required
- Willingness and ability to travel as required
- Commitment to training and professional development relevant to job requirements
- Positive attitude & demonstrated capacity to act as a healthy lifestyle role model
- Able to work flexible hours including occasional weekends & evenings

*** A Current Vulnerable Persons Check will be required upon offer of employment**

DEADLINE: Friday June 21, 2019 – 4:30 p.m.

Please submit your **resume** along with a **cover letter** & **three references** to: **Ne-Chee Friendship Centre**
P.O. Box 241, 326 2nd Street South, Kenora, ON P9N 3X3 Fax: (807) 468-5340 E-Mail: reception@nechee.org