



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position: Administrative Assistant

Category: Full Time

Unit: Territorial Planning

Location: Grand Council Treaty #3, Kenora, ON

JOB OVERVIEW

The Grand Council "Administrative Assistant" supports the work of the Grand Council and assists the Administrative Office of Grand Council Administrative Corporate Services. The Administrative Assistant will be responsible for providing administrative and clerical support to the Territorial Planning Unit to ensure that services are provided in an effective manner. The Administrative Assistant will assist staff with the co-ordination of functions, special events and reception coverage as required.

RESPONSIBILITIES:

- Answers telephone and relays calls and records messages
- Schedules, confirms, and arranges appointments and meetings
- As recommended prepares, takes minutes, edits and proofreads correspondence, and related material
- Co-ordinates and manages general administrative office services, such as accommodation, equipment, supplies and general office maintenance
- Makes arrangements, prepares and assists in Grand Council General Assemblies and other large events related to TPU
- Arranges travel itinerary for the Territorial Planning staff
- Assist in the planning and organizing of events related to the administrative office
- Assist in the preparation of business-related presentations including text, overheads and electronic in form
- Draft various reports as required
- Completes office reporting procedures and duties
- Arranges and manages TPU's facebook page (Social Media)
- Log all TPU employee's management schedules and ensuring employee documents are prompt
- Other Administrative duties as assigned by the leadership of GCT#3

QUALIFICATIONS:

- Completion of a degree or certificate from a recognized university or College in business administration or public administration and/or an advanced specialization with two years' experience attained
- Three years of experience as a Secretary / Administrative Assistant
- Proficient spoken and written English with an understanding of the Anishinaabe language

- Knowledge of Word, Excel, PowerPoint and MS outlook
- Punctual, meticulous and reliable with courteous manners to the public
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.
- Excellent written and verbal communication skills that take into consideration the complexity of information and intended audience.
- Must possess or obtain a valid Ontario drivers license (Equivalent to Class G) and have access to a vehicle.

CLOSING DATE: March 6th, 2020

All interested individuals please apply to the following:

Oluyinka Leigh
Human Resources Manager
PO Box 1720
Kenora, Ontario P9N 3X7
Fax: 807-548-5041
Email: hr@treaty3.ca

Please include three employment references, and able to provide a current Vulnerable Persons Check
We thank everyone for their interest, but only those chosen for an interview will be contacted.