



ADMINISTRATIVE ASSISTANT

TERM: TO MARCH 31, 2021

POSTING #2021-HS-INT-23

About FFTAHS

Fort Frances Tribal Area Health Services (FFTAHS) is a multi-faceted, accredited organization with a diversity of programs and is a leader in innovative wholistic services that promote a bi-cultural approach to health and wellness. FFTAHS works closely with the 10 Fort Frances region First Nation communities, partners and funders to improve the health and wellness of the communities it serves.

Position Summary

Provides administrative support services to the Community Health team.

Job Duties

- Prepares and edits correspondence, communications, presentations, and other documents.
- Handles office tasks such as filing, scheduling meetings, ordering and reordering supplies
- Makes travel arrangements such as booking flights, vehicle, and hotel reservations
- Maintains and updates the event calendar, event posters and distributes accordingly
- Receives phone calls and routes callers to appropriate party
- Greets and assists visitors and clients
- Maintains appropriate and professional in-person, phone, email, and mail communication
- Maintains internal and external mail including fax transmissions
- Attends required meetings, records and distributes meeting minutes
- Coordinates projects as assigned
- Creates purchase orders and financial requisitions for approval
- Builds cooperative working relationships with community members, partnering organizations, and other health service providers
- Maintains and promotes safety by being a proactive safety leader and by following safe work practices and policies as prescribed
- Performs other related duties as assigned

Qualifications

- 1 or 2 year diploma in Office Administration or equivalent
- 2 years' experience in an office setting and proficient in the use of software programs including Microsoft Office (i.e. Word, Excel, and PowerPoint)
- Must possess valid driver's license, good driving record, and be insurable

- Current updated immunization required
- Must possess current First Aid and CPR certification
- Employment is conditional upon successful completion of a Vulnerable Sector Criminal Records Check

Requirements for Submissions

Interested candidates are invited to submit a cover letter and resume, including three employment-related references and reference the competition #2021-HS-INT-23 on your cover letter and envelope (if applicable), no later than:

4:00 p.m. CST on Tuesday, October 20, 2020 to:

Hiring Committee

Mail: P.O Box 608, Fort Frances, ON, P9A 3M9

Fax: (807) 274-9669

E-mail: humanresources@fftahs.org

Internal posting includes FFTAHS employees, members and employees of 10 First Nations and Indigenous organizations and employment agencies within the Fort Frances Tribal Area First Nations. On your cover letter, you are encouraged to identify that you are a member of a First Nation community.

Fort Frances Tribal Area Health Services Inc. is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.