

# Rainy River First Nations – Job Posting

## **ADMINISTRATIVE ASSISTANT – APRIL 2023**

Temporary Full-Time – 1 Year Term

(Possibility of permanent status based on position needs and incumbent performance)



The Administrative Assistant has the primary responsibility of providing overall administrative assistance to the Executive Assistant to Chief and Council.

### **Primary Accountabilities Include:**

- Establishing and managing electronic calendars for the Executive Assistant.
- Making travel and meeting arrangements.
- Maintaining both paper and electronic filing systems.
- Preparing minutes and assisting with correspondence and reports.
- Providing administrative support in proposal writing and reporting, and support to other RRFN entities as required.
- Liaising and maintain open communications between the Executive Assistants.

### **Position Requirements:**

- Minimum Grade 12 Diploma or equivalent.
- Post secondary education in Office Administration preferred.
- Must have a minimum four (4) years' experience in clerical and/or secretarial responsibilities;
- A good understanding of the Rainy River First Nations' government structure and operational structure is considered an asset.
- Must have a good understanding and respect for the Rainy River First Nations culture, traditions, practices and lifestyles.
- Good interpersonal, written and verbal communication skills.
- Demonstrated professionalism, dedication and courtesy.
- Must be able to take initiative and maintain confidentiality.
- Ability to work under pressure and meet deadlines with minimal supervision.
- Must have good computer skills including experience with Microsoft Word, Excel and PowerPoint, and calendaring programs such as Outlook.
- Criminal Record Check and Vulnerable Sector screening.
- Adherence to Rainy River First Nations' Drug Testing Policy.

### **How to apply:**

Please submit applications with cover letter and current resume to: [hr@manitourapids.ca](mailto:hr@manitourapids.ca) by **April 21, 2023**.

**2022-2025**

### **Rainy River First Nations Chief & Council**

*We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.*

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit [www.rainyriverfirstnations.com](http://www.rainyriverfirstnations.com)

