



# Atikokan Native Friendship Centre

## *Administrative Assistant*

CONTRACT POSITION TO MARCH 31, 2021

The Atikokan Native Friendship Centre is currently accepting resumes for the position of Administrative Assistant. The purpose of the Administrative Assistant is to support all programs and projects. Some key responsibilities include:

- Produce and distribute correspondence, memos, letters, fax and forms.
- Receive information and input into systems/databases, including Purchase Orders.
- Book travel arrangements for ANFC hosted meetings/events and out-of-town ANFC meetings.
- Accurate Minute-Taking for meetings. Creation, maintenance and distribution of Minute records.
- Carry out administrative tasks such as copying, binding, scanning, etc.
- Maintain staff time-keeping data in accordance with internal systems.
- Greet, assist and direct clients/guests both in person and on the phone systems.

#### Key Qualifications Include:

- Ideally Possess post-secondary education in Office Administration, Administrative Assistant, other related courses and/or equivalent life experience.
- Ability to work collaboratively with a large team.
- Knowledge of office management systems and procedures.
- Attention to detail and problem-solving skills/ability.
- Proficient in MS Office Suite including Excel.
- Strong written and verbal communication skills.
- Satisfactory vulnerable sector check.

35 hours per week, Monday to Friday 8:30-4:30 with some occasional evening and weekend work required for special events. Most work is indoors on-site at ANFC. Occasional overnight travel required within the province for training purposes.

Salary is commensurate with education and experience. We offer benefits, additional paid holidays on top of the statutory holidays as well as two weeks off at Christmas break, plus an additional two weeks of vacation to start.

Please submit your cover letter and resume in confidence to:

Sarah Laurich, Executive Director  
Atikokan Native Friendship Centre  
1510-309 Main Street W.

Atikokan, ON P0T 1C0 Application deadline is Thursday September 17, 2020. Preferred method of application is email: [admin@atikokannativefriendshipcentre.com](mailto:admin@atikokannativefriendshipcentre.com)