



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant Call-in

Location: Sarnia, ON

Duration: Call-in Casual

Posting Closes/Deadline: Open until filled

Position Summary:

Under the direction of the Finance Coordinator and Band Manager, the Administrative Assistant is responsible for providing day-to-day administrative and clerical support to the band office. This position performs a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the Band Office. Within a customer-service oriented environment, the incumbent is responsible for providing reception, information services, and administrative assistance. It is expected that the incumbent is well organized and possesses excellent time management skills.

Responsibilities:

Administrative Assistance

- Perform general clerical duties including answering phones, organizing, filing, and photocopying documents and files, etc.
- Document scanning
- Orders, organizes and maintains office supplies and consumables if needed
- Operates office equipment – personal computer (MS Office environment), fax/copier/scanner
- Provides administrative support as required
- Other duties as required and assigned by the Band Administrators
- Assists in meeting deadlines for various tasks as required

Other:

- Other duties as assigned.

Knowledge, Skills and Abilities:

- Excellent oral and written communication skills
- Excellent public relations, including an appreciation of the need for confidentiality, tact and discretion
- Knowledge in all areas of up-to-date office practice and procedures
- Experience preparing meeting agendas, minutes, letters and memos accurately
- Attention to detail and proofreading skills
- Filing and document organization
- Proficient Microsoft Office skills
- Ability to adapt to rapidly changing priorities
- Ability to work independently and as a member of a team

- Ability to work autonomously

Requirements:

- Ontario Secondary School Diploma required
- Experience in an office or administrative setting
- Customer Service skills an asset

Other Considerations:

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5

Attention: Deanna Bishop
Human Resource Officer
dbishop@aamjiwnaang.ca

Or

humanresource@aamjiwnaang.ca

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca