



# Aamjiwnaang First Nation

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## EMPLOYMENT OPPORTUNITY

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**Position Title:** Administrative Assistant – Education Department

**Location:** Sarnia, ON

**Duration:** 1 year

**Posting Closes/Deadline:** May 20<sup>th</sup>, 2025

**Tentative Interview Date(s):** May 26<sup>th</sup>, 2025

### Position Summary

The Administrative Assistant is responsible for providing comprehensive administrative and organizational support to all staff at the Education Services building. The Administrative Assistant is responsible for performing a variety of duties, including but not limited to answering the phone and performing reception duties, ordering supplies, tracking staff/schedules, attendance monitoring, creating documents, running errands, and any related administrative activities.

### Responsibilities

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#### Primary Service Responsibilities:

- Deliver and execute high-quality administrative support by:
  - Ordering supplies for staff, receiving deliveries on arrival
  - Track orders and expenses, preparing purchase orders, submitting financial requests, and obtaining quotes as requested
  - Respond to questions, inquiries, and concerns through the day
  - Organize and attend meetings, events and training, taking minutes and creating agendas as required
  - Other administrative duties such as printing, scanning, photocopying, and data entry
- Ensure accuracy and compliance with policies in all activities
- Promote a positive image of Aamjiwnaang families, and the public
- Maintain professional manner in dealing with Aamjiwnaang members, staff, and the public
- Contribute to wellbeing in a cooperative working environment in accordance with policies, procedures, and systems in place
- Experienced using Microsoft Office

#### Health, Safety & Compliance:

- Ensure workplace health and safety:
  - Identify and report potential risk(s) and accidents
  - Participate in training and corrective measures
- Maintain awareness of and adherence to relevant policies and procedures
- Adhere to policies of Aamjiwnaang First Nation

### Minimum Requirements

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- Certificate / diploma in administration, education, or equivalent area of study/experience
- Minimum of 1 year of experience in administrative support services
- Experience (work or lived) in First Nations, understanding the needs, challenges, and political environment is an asset
- A valid driver's license and access to a vehicle

## **Other Considerations**

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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**

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

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5  
Attention: Ashley Fisher, Human Resources Officer  
Or  
[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)  
Or  
519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)