



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant – Finance

Location: Sarnia, ON

Duration: 1-Year Contract, Maternity Leave Coverage

Posting Closes/Deadline: January 23rd, 2026

Tentative Interview Date(s): January 28th-29th, 2026

Position Summary

Under the direction of the Finance Manager, the Administrative Assistant is responsible for providing day-to-day administrative and clerical support to the Finance department. This position performs a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the Finance department. 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 organizing, filing, and photocopying documents and files, etc.
- Document scanning
- Orders, organizes and maintains office supplies and consumables
- Operates office equipment – personal computer (MS Office environment), fax/copier/scanner
- Participate and attend Finance Committee Meetings and any other meetings which pertain to Aamjiwnaang First Nation Finance.
- Provides support to committee; recording and transcribing minutes, preparing agenda packages and arranging logistics of meetings
- Provides administrative support as required
- Other duties as required and assigned by the Finance Manager
- Assists in meeting deadlines for various tasks as required

Other:

- Other duties as assigned.

Knowledge, Skills, & 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

Minimum Requirements

- Post-Secondary diploma preferred – Office Administration, Business Administration, Accounting, or other related field
- Ontario Secondary School Diploma required
- Experience in Sage 300 program an asset
- Customer Service skills
- Sensitivity to Indigenous issues

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, email, or fax to:

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

Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

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