

JOB POSTING DETAILS

Employer	Batchewana First Nation	Job Type	RI
Job Title	Batchewana Employment & Training (BET) Administrative Assistant	Duration	NA
ES Job ID	13156	Location	NA
Date Posted	August 9, 2022	Closing Date	August 19, 2022

Job Overview - Description & Duties

Batchewana Employment & Training (BET) Administrative Assistant
Range: \$19.93 to \$ 25.50 (Pending Education & Experience)

POSITION SUMMARY

The Administrative Assistant is responsible for ensuring that records, data, contracts and the like are maintained, up to date and accessible in order to enable the department to meet program requirements for clients, as well as for reporting and co-ordination with other internal/external stakeholders and departments.

Required Skills

QUALIFICATIONS AND EXPERIENCE:

- Diploma in Office Administration or related field
- Minimum three years related experience in an office environment; experience working with reporting, funding, or in a program delivery setting is desirable

KNOWLEDGE AND EXPERIENCE:

- Able to act with high degree of confidentiality, professionalism and accuracy
- MS office proficiency
- Knowledge and experience with data management, budgets and accounting systems such as simply accounting
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills, both oral and written
- Strong data management experience
- Ability to work independently and collaboratively as part of a team
- General understanding of training and development policy, processes and reporting mechanisms

Other Requirements

CONDITIONS OF EMPLOYMENT:

- Favorable CPIC with Vulnerable Sector Check
- Bondable
- Some occasional travel may be required

How to Apply

Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: BET Administrative Assistant

ALL APPLICATIONS MUST BE RECEIVED BY August 19, 2022 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Batchewana First Nation welcomes and encourages applications from people with disabilities. If you require accommodations please contact the Human Resources department at 705-759-0914. First Nation preference in hiring. Please visit us at www.batchewana.ca