

JOB POSTING DETAILS

Employer	Garden River First Nation (Ketegaunseebee Garden River First Nation)	Job Type	RI
Job Title	Administrative Assistant	Duration	Contract
ES Job ID	13349	Location	NA
Date Posted	September 14, 2022	Closing Date	September 27, 2022

Job Overview - Description & Duties

ONE (1) YEAR CONTRACT - Possibility of Extension

Position: Administrative Assistant

Starting Range: \$19.00/hour

Location: Administration Building

Report to: Governance Specialist

POSITION SUMMARY

The Administrative Assistant to Governance is responsible for assisting the Governance office, providing a range of administrative and program support services to the Governance Specialist. The Administrative Assistant functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Assisting in the implementation of the governance related files under the direction of the Governance Specialist
- Provide general administrative and clerical support
- Prepare and modify documents including correspondence, contracts, funding requests, reports, drafts, memos, Excel spreadsheets, briefing notes, Power Point, and email
- Prepare letters and forms
- Organize and schedule training and other meetings (Zoom, Microsoft Teams and/or in-person), including contacting participants, potential employers, training institutions, booking rooms etc.
- Attend and prepare committee meetings, including recording and distributing minutes, agendas, and other relevant information as requested.
- Organize and prepare agendas for Council Portfolio meetings and record and distribute minutes
- Assist department staff in meeting deadlines for various tasks and projects as required
- Complete weekly filing for reports, documents, and other required information
- Develop and maintain filing system
- Provide support and edit entries including amendments to all relevant policies
- Compile monthly calendars and community newsletter submissions
- Performing other related duties as may be required and assigned

Required Skills

QUALIFICATIONS

- This position is funded in part through the Indigenous Skills & Employment Training Strategy (ISETS). All applicants' must meet eligibility requirements for funding through ISETS to be considered.
- Required two-year certificate in a related field (Business Administration, Office Administration, etc.);
- Required three-year related experience;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;

- Ability to use good judgment in assessing difficult situations;
- Ability to be consistent and display a positive/helpful attitude;
- Flexibility required to keep pace with an ever-changing environment;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Internet, Email);
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment (At Applicant Expense)

Other Requirements

NA

How to Apply

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: April 5th, 2022 @ 4:30pm. Please address the envelope and/or email "Administrative Assistant- 2022-26" and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

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