

JOB POSTING DETAILS

Job Title	Executive Assistant to Director of Operations	Job Type	NA
ES Job ID	3633	Duration	NA
Date Posted	September 15, 2022	Location	Cutler
		Closing Date	NA

Job Overview - Description & Duties

Executive Assistant to Director of Operations

The Executive Assistant for the Director of Operations (EADOO) is responsible for providing high-level executive support and results-oriented service to the Director of Operations.

Working in a team environment, the EADOO is accountable for the efficient operation and administration of the Serpent River First Nation Director of Operations office, providing a well-organized and effective working environment. The EADOO works in a confidential environment where communications often concern complex, sensitive, and urgent matters.

Position Duties

- Maintain a high and strict rule of "Confidentiality" on all information coming through this office and maintain a highly confidential environment where communications often concern complex, sensitive, and urgent matters.
- This role is accountable to the DOO for decisions made in the course of work while meeting deadlines and following directions from the DOO while having a high impact on ensuring credible political relations between First Nation Governments, SRFN citizens and other associates
- Preparation and Distribution of electronic and paper-based correspondence, reports, statements, brochures, publications, presentations, and other documents
- Clerical duties to Director of Operations office
- Other duties as assigned by the Director of Operations

Required Skills

Qualifications

- Ontario Secondary School Diploma (Grade 12), and a certificate or diploma in business administration, office administration or equivalent combination of education and experience
- Provide proof of COVID vaccination (2 doses)
- At least three years in an executive office preferably in a First Nation setting
- Extensive experience in handling/securing confidential and sensitive materials
- Experience in advanced keyboarding, word processing, and other computer applications such as PowerPoint, spreadsheets, internet;
- Knowledge of effective office procedures
- Knowledge of computer software
- Knowledge of records management techniques
- Must possess critical thinking skills
- Have the ability to work under pressure
- Ability and/or knowledge of applying analytical skills
- Willingness to work extra hours and weekends to meet deadlines
- Knowledge of the 7 grandfather teachings
- Confidentiality required
- Ability to speak Ojibway is preferred

Other Requirements

NA

How to Apply

Interested applicants MUST submit a cover letter and resume.

Attn: Human Resources 195 Village Road, Cutler Ontario, P0P 1B0 Fax: 705-844-2757 Email: hr.jobs@serpentrivern.com

Position Open Until Filled