

JOB POSTING DETAILS

Employer	Batchewana First Nation	Job Type	RI
Job Title	Operations & Maintenance Administrative Assistant	Duration	NA
ES Job ID	13386	Location	NA
Date Posted	September 21, 2022	Closing Date	September 30, 2022

Job Overview - Description & Duties

Operations & Maintenance Administrative Assistant
Range: \$19.93 to \$ 25.50 (Pending Education & Experience)

The Operations & Maintenance Administrative Assistant is responsible for the daily clerical and administrative operations of the Public Works office

Required Skills

QUALIFICATIONS & EXPERIENCE

- Office Administration Diploma.
- 1-2 years previous experience in general office duties

KNOWLEDGE SKILLS & ABILITIES

- Will be knowledgeable about the cultures and the significant characteristics of the social structures of Batchewana First Nation;
- Will be knowledgeable about the Batchewana First Nation, its lands, policies, processes, procedures, communities and public services and scope of our Batchewana First Nation programs as they relate;
- Prioritize, organize work in order to meet time requirements;
- Relate effectively to staff as a diplomatic and flexible team player;
- Work effectively with the management and staff of other programs;
- Skillfully maintain and monitor O&M accounts (sage) and budgets;
- Effectively maintain and monitor the inventory of files and materials
- Knowledge of computer software such as Microsoft Office
- Communicate effectively in writing and verbally.

Other Requirements

CONDITIONS OF EMPLOYMENT

- Favorable CPIC
- Class G Drivers Licence and access to a vehicle

How to Apply

Please forward your cover letter and resume to email:
humanresources@batchewana.ca Subject Line: O&M Administrative Assistant
ALL APPLICATIONS MUST BE RECEIVED BY September 30, 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