



SAULT
COLLEGE



Employment
Solutions

JOB POSTING DETAILS

Employer	Batchewana First Nation	Job Type	RI
Job Title	Wellness Administrative Assistant	Duration	1 Year Contract
ES Job ID	13335	Location	NA
Date Posted	September 12, 2022	Closing Date	September 23, 2022

Job Overview - Description & Duties

Wellness Administrative Assistant
 Education Department
 Range: \$19.93 to \$25.50 (Pending Education & Experience)
 1 Year Contract with possible extension pending funding

The Wiidookaagewikwe (helper/assistant) is the Administrative Assistant to the Education Wellness Team. The Wiidookaagewikwe will provide day to day administrative assistance for the Education Wellness Team.

Required Skills

QUALIFICATIONS & EXPERIENCE

- College diploma in office administration or related field
- Minimum 2 years-experience in an administrative role
- Experience in an Indigenous organization an asset

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of BFN's policies and procedures
- Knowledge and awareness of BFN's programs and activities
- Knowledge of the culture and traditions of BFN
- Knowledge of general office practices and procedures
- Knowledge of required computer programs including Microsoft Office, Zoom and other software as deemed necessary for this position by the First Nation
- Knowledge of First Nation communities and structures
- Knowledge, understanding, respect and sensitivity of Anishinaabe culture, traditions and the Seven Grandfather Teachings
- Strong organizational skills
- Strong data management skills
- High level administrative skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent time management skills
- Ability to communicate professionally and exercise discretion
- Ability to manage multiple priorities
- Ability to work independently and within a team environment
- Ability to use good judgement and consistently display a positive and helpful attitude
- Ability to take initiative and meet deadlines

Other Requirements

CONDITIONS OF EMPLOYMENT

- Favourable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC).
- Valid G Drivers License and/or access to a reliable vehicle.

How to Apply

Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Wellness Administrative Assistant

ALL APPLICATIONS MUST BE RECEIVED BY September 23, 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