



## **EMPLOYMENT OPPORTUNITY POSTING**

### **ADMINISTRATIVE ASSISTANT**

**CLASSIFICATION:** Full time position  
**SALARY:** Commensurate with qualifications and experience  
**LOCATION:** Ogemawahj Tribal Council Office  
**DEADLINE TO APPLY:** 3:00 p.m. Thursday September 6, 2018

The Ogemawahj Tribal Council (OTC), consisting of the following member First Nations: Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island, and the Pottawatomi of Moose Deer Point, supports the overall goals and objectives of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibility as the Administrative Assistant for the OTC.

The Administrative Assistant will work cooperatively with the Executive Director and OTC staff to provide general office support for a variety of clerical activities and tasks including answering incoming calls, managing the reception area, mail, requisitioning supplies, organizing office communications and activities on a day-to-day basis.

#### **MINIMUM QUALIFICATIONS:**

1. A College Diploma in office administration and/or a minimum of 3 years work experience in administrative support.
2. Must have proven administrative experience and be able to manage multiple duties simultaneously.
3. Must have excellent computer skills, proven experience with word processing, spreadsheet, presentation and publishing software preferably in a Microsoft environment.
4. Must have proven experience working with First Nation Government, First Nation communities and other levels of Government. A keen appreciation of Native culture and community aspirations is required.
5. Must have proven well-developed communication, staff/public relations; must be highly self-motivated and able to work well independently or as a team member.
6. Must have valid Ontario Driver's License, \$2 mil public liability insurance and access to reliable transportation.
7. Must be bondable.
8. A current Criminal Reference check relevant to the position is required and Vulnerable Sector Search.

#### **KNOWLEDGE AND SKILLS:**

- Must demonstrate the ability to work with a high level of tact and discretion;
- Must demonstrate results - oriented administrative support skills;
- Must demonstrate highly effective oral and written communication skills;
- A sound knowledge of contemporary public and private sector operating systems and procedures is required;
- Must be innovative and decisive with high organizational, managerial support, research support and analytical time management skills;
- Knowledge of program budget review and maintenance;
- Familiar with office machines including computers, adding machines, photocopiers, phone systems and postage machine;
- Must demonstrate a high level of skill and ability on the Microsoft Office software package.

#### **PLEASE SEND APPLICATIONS TO:**

**Ogemawahj Tribal Council,  
Attention: Executive Director  
5984 Rama Road  
Rama, ON L3V 6H6  
or  
mailto:exec\_director@ogemawahj.on.ca**

**For more info, please call: (705) 329-2511**

Candidates must provide a detailed resume, cover letter and three references by the deadline.

Please mark on the envelope "Administrative Assistant Position."

Only those selected for an interview will be notified.

Full job description available upon request. Late applications will not be considered.