



EMPLOYMENT OPPORTUNITY POSTING

EMPLOYMENT AND TRAINING ADMINISTRATIVE ASSISTANT

CLASSIFICATION:	Term Contract renewed annually based on funding availability
SALARY:	Based on Approved Salary Grid
LOCATION:	Ogemawahj Tribal Council Office, Rama, Ontario
DEADLINE TO APPLY:	November 8, 2022 - 4:00pm

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 resume the responsibility as the Employment and Training Administrative Assistant for the Employment and Training Department for the OTC.

Reporting directly to the Employment and Training Coordinator the main goal of the Employment and Training Administrative Assistant is to provide administrative and clerical support. Primary responsibilities will include, but not limited to, data input, preparing OTC communication to update member First Nation management and the Ogemawahj Tribal Training and Economic Resources Board (OTTER); documentation of training requests and other correspondence and filing. This position will require continuous support to member First Nations, constant liaison with other community support service providers to ensure mutual understanding, partnership building, and ongoing networking relationships to enhance OTC service delivery to its member First Nations.

Minimum Qualifications

- 1) Minimum of 2 years of College or university experience in business administration or related discipline and 2 years experience in an administrative capacity.
- 2) Demonstrated experience in administration, general accounting procedures and assistance with project management.
- 3) Must have proven administrative experience and be able to manage multiple files simultaneously.
- 4) Must have excellent computer skills, proven experience with Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, Database entry, and internet skills.
- 5) Must have proven experience working with First Nation Government, First Nation communities and other levels of Government. A keen appreciation of Indigenous culture and community aspirations is required.
- 6) Must have proven well-developed communication skills, must be highly self-motivated and able to work well independently or as a team.
- 7) Must have a valid Ontario Driver's License \$2M liability insurance, and reliable transportation.
- 8) Must be bondable.
- 9) Must provide a current Criminal Reference Check (CPIC) and vulnerable Sector Search (VSS)

Knowledge and Skills

- 1) Must demonstrate the ability to work with a high level of tact and discretion.
- 2) Must demonstrate results-oriented administrative support management skills.
- 3) Must possess excellent project management skills and must be able to establish and effectively achieve measurable objectives within directed workplans.
- 4) Must be innovative and decisive with high organizational managerial support, research support and analytical time management skills.
- 5) Knowledge of budgeting, generally accepted accounting principles and auditing procedures.
- 6) Familiar with office machines including computers adding machines, photocopiers, and phone systems.
- 7) Knowledge of Privacy Legislation.

PLEASE SEND APPLICATIONS TO:

**Ogemawahj Tribal Council
Attention: Executive Director
5884 Rama Road, Rama, ON L3V 6H6**

Or

Email to: mmccue-king@ogemawahj.on.ca

For more information please call: (705) 329-2511

Candidates must provide a **detailed resume, cover letter and three references** by the deadline. Please mark on the envelope "Employment and Training Administrative Assistant Position". Only those selected for an interview will be notified. Full Job Description available upon request. Late applications will not be accepted.