



Chippewas of RAMA  
First Nation

## Employment Opportunity

Job Title: **Executive Assistant - Chief**  
Job Code: CCL170  
Department: Chief & Council  
Reports to: Chief

Date Posted: 31/Jan/23  
Date Closed: 14/Feb/23  
(5:00 pm)

**\*\*SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER\*\***

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Contract ending July 26, 2024 (full-time hours), includes Health & Dental Benefits.  
Availability & Term: Approx. Start Date: February 2023  
Remuneration: \$29.99 per hour, \$31.90 after 3 months

### **JOB PURPOSE/SUMMARY**

Under the direction of the Chief, provide high level executive support, general office management and the performance and coordination of a range of technical and administrative duties in a consistent, professional and confidential manner.

### **QUALIFICATIONS**

- Education:**
- College 1-3 years in a related field.
- Skills and Abilities:**
- Significant understanding of the demands & requirements to support the Office of the Chief in a trustworthy and confidential manner.
  - Excellent interpersonal and diplomacy skills.
  - Ability to multi-task and adapt to changing priorities and deadlines.
  - Must have a high degree of initiative.
  - Excellent organizational skills with an attention to detail.
  - Microsoft Office Training.
  - Valid Class G Driver's Licence.
- Experience:**
- Previous experience in an administrative support capacity required.
  - Experience drafting memos, letters and reports.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

**The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community**



## Job Description

Job Last Updated: 9/Sep/20

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### **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Manages the Chief's diary in a manner consistent with his/her priorities.
- In a professional manner, acts as first point of contact for the Office of the Chief, using independent judgment to determine those that require priority attention.
- Composes preliminary drafts of memos, letters and reports for the Chief's review as directed.
- Reads incoming mail, locates and attaches referenced background material, logs correspondence, distributes memos/documents to appropriate parties for action and information, ensures a proper follow-up system is in place and that all necessary actions have been taken.
- Reviews outgoing correspondence for format, procedural accuracy, typographical errors, completeness and ensures correctness of terminology.
- Knowledge of internal policies. Ability to analyze and make recommendations on policy.
- Types correspondence, reports and memoranda from dictation and handwritten drafts; composes, types & signs routine correspondence (i.e. interim replies, covering notes, & acknowledgements).
- Maintains a filing system, records bring forwards and ensures that these files are brought forward at the specific time. Liaises with departments to request files or documentation.
- Screens telephone calls and other communications, schedules appointments, arranges meetings, occasionally takes minutes at meetings, answers general inquiries and refers other inquiries to senior officials.
- Travel arrangements, requisitions travel advances, drafts and types claims from receipts and trip notes in accordance with travel policies.
- Maintains budget records, by opening commitments and recording expenditures incurred; ensures invoices are paid promptly, that appropriate line of coding is indicated, and proper back-up documentation is attached.
- Operates a variety of office equipment including photocopiers, facsimile machines and computers, maintains confidential files, requisitions office supplies, updates manuals.
- Assists in preparing weekly agenda packages and other staff members/managers when needed.
- Compile and summarize a variety of informational or statistical materials and preparing background documents as necessary.
- Provide assistance with the annual budget preparation process through gathering information.
- Analyze routine administrative matters and preparing reports.
- Assist in the preparation and coordination of meeting and event agendas, organizing supporting materials and taking and distributing meeting minutes as required.
- Prepare purchase requisitions, expense claims, motions, briefing notes, etc.
- Channel and facilitate effective communication to and from department staff and the public.
- Undertake other such duties as they may be required from time to time to ensure the smooth running of the Office of the Chief.