



Beausoleil First Nation

11 O'Gemaa Miikan
Christian Island, Ontario
L9M 0A9

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Date Re-Posted: November 3, 2021

EMPLOYMENT OPPORTUNITY

ONE YEAR TERM CONTRACT

DESCRIPTION

To be successful in this position, the Executive Assistant must be results-oriented and have the demonstrated ability to effectively prioritize workflow in a challenging and dynamic environment. Under the direction of the Chief and Council, a wide range of duties will be performed by the Executive Assistant, including all of some of the following:

JOB TITLE: EXECUTIVE ASSISTANT

DUTIES AND RESPONSIBILITIES

- Attends Council meetings to take minutes, provide follow-up and to ensure information is distributed in a timely manner/efficient manner.
- Promptly receive and screen incoming telephone calls to the Chief, providing friendly and professional greeting, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses. Respond where appropriate.
- Remain aware and update Council schedules/mailboxes, etc. with respect to maintaining a high level of communication.
- Promptly screen and distribute incoming email/mail responding where appropriate and directing to the proper staff/department manager.
- Provide accurate communication support by composing and/or editing a variety of documents. This includes many highly confidential correspondence, memoranda, contracts and proposals.
- Organize meetings and any special meetings derived from Council. This would include arrange for catering(where required), location(s), distribution of information with respect to the event in an efficient manner, taking minutes and ensuring that all follow-up tasks are completed.
- Develop and maintain well organized filing systems, both hardcopy and electronic, that permit easy reference and rapid retrieval of information.
- Work on special organizational and research projects as directed.
- Arrange travel, hotel, and car reservations and prepare itinerary, both corporate and personal for the Chief and Council members.
- Responsible for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.
- Assist with the preparation of business presentation/financial presentations.
- Interact with funding agencies and other government agencies concerning proposals, finances, reporting, etc. as directed.

QUALIFICATIONS

- Educational and experience preference is graduate of office administration and three (3) years experience or a high school graduate with at least 5 years senior administrative experience.
- Excellent communication which includes verbal communication and superior competency in English usage: spelling, grammar and punctuation.
- Extensive practical experience with Microsoft Office (PowerPoint, Excel, Word and Outlook)
- Experience in financial setting considered an asset
- Candidate must be very organized and able to prioritize tasks.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Must be friendly, personable and able to build harmonious working relationships with clients, co-workers and the general public.
- Ability to exercise good judgment in recognizing scope of authority and protecting confidential information a must.
- Must be able to provide a clear Criminal Reference Check (CPIC)
- Must have Valid Driver's License and Access to a reliable vehicle

Supervisor: Chief and Council
Rate of Pay: DOQ/DOE - 35 hours per week
Duration: November 2021-October 2022

DEADLINE FOR EXECUTIVE ASSISTANT APPLICATIONS AT THE ADMINISTRATION BUILDING RECEPTIONIST
Must be completed absolutely no later than Monday November 15, 2021 at 4:30pm

***A detailed Job Description is available from Human Resources.**

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building.
Applications must consist of the following: Cover letter, current resume, Copies of relevant Diploma's/Certs, 3 references
Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed to Virginia Sandy/Interim HR Manager at jobs@chimnissing.ca applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview.
We thank all who apply, however only those selected for an interview will be contacted.