



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Administrative Assistant - MKES**
Job Code: EDU370
Department: MKES
Reports to: Principal

Date Posted: 6-Oct-20
Date Closed: 20-Oct-20
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT 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: On-Call

Availability & Term: Approx Start Date: October 2020

Remuneration: \$19.68 per hour

JOB PURPOSE/SUMMARY

Responsible for school office administration including performing a comprehensive range of administrative support services in a consistent, professional and confidential manner.

QUALIFICATIONS

- Education:**
- Grade 12 with office administration experience.
- Skills and Abilities:**
- Excellent organization & file management skills.
 - Excellent communication and interpersonal skills.
 - Microsoft Office Training. Database Software (Trevlac) knowledge an asset.
 - Minute Taking.
 - Ability to work collaboratively with other team members.
 - Valid Class G Drivers Licence.
 - First Aid/CPR to be obtained within 3 months.
- Experience:**
- 1-3 years experience in office administration required.
 - Must enjoy being around children.
- 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



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Job Description

Job Last Updated:

10-Dec-19

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JOB PURPOSE/SUMMARY

Responsible for school office administration including performing a comprehensive range of administrative support services in a consistent, professional and confidential manner.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Compose/type correspondence and minutes from dictation, handwritten drafts and verbal direction.
- Perform standard office procedures, including requisitioning of office supplies and coordinating repairs to office equipment.
- Compile and summarize a variety of informational or statistical materials and preparing background documents as necessary.
- Review outgoing correspondence for format, procedural accuracy, typographical errors, correctness of terminology and completeness.
- Assist with the annual budget preparation process; prepare financials, record in budget.
- Analyze routine administrative matters and preparing reports.
- Maintain, organize and control all document files to ensure timely retrieval when required.
- Assist in the preparation of meeting agendas, organizing supporting materials and taking and distributing meeting minutes.
- Prepare purchase requisitions, expense and travel claims, motions, briefing notes, etc.
- Input a variety of data, reports and correspondence into automated databases.
- Channel and facilitate effective communication to and from department staff and the public.
- Maintain liaison with various staff to ensure that assignments have been addressed, status reports are prepared as required.
- Operate a variety of office equipment including photocopiers, facsimile machines and computers.
- Provide reception services such as answering telephones and greeting visitors and clients.
- Update and maintain lists, schedules, binders, etc.
- Coordinate travel arrangements as required.
- Open, sort and distribute correspondence.
- Operate the Safe Arrival program; student busing alternate arrangements.
- Count/record and log school and staff calendars, schedule appointments & meetings for Principal, scheduling with SCDH & Rama Health Clinic for dental and immunizations; school maintenance work orders.
- Monthly newsletters/student information to be sent home; school registers; fundraising money-tracking; staff daily announcements; student announcements/morning prayer/PA system.
- School purchases on RPO deliver to Purchasing, receiving and checking packing slips; maintain school files/binders/attendances; answer phone/take messages.
- Maintain/update Trevlac program; maintain and update school budget entries; request/transfer student records; attend and take minutes staff meetings; arrange picture days, arrange bus transportation for field trips, assist in arrangements for school events, concerts; record and assist in Fire Drills; monthly organizational plans; book MASK for functions.
- Order lunch for students on a daily basis,