

## NORTHERN NISHNAWBE EDUCATION COUNCIL



### EMPLOYMENT OPPORTUNITY

#### ADMINISTRATIVE ASSISTANT Sioux Lookout or Thunder Bay

The Administrative Assistant is an experienced professional responsible for providing support to the Executive Director of Northern Nishnawbe Education Council. The Administrative Assistant is required to maintain confidentiality, to exhibit professionalism and to work effectively both independently and as part of a team. The Administrative Assistant will possess excellent interpersonal and organizational skills and will perform their duties efficiently and accurately with little or no supervision.

#### RESPONSIBILITIES:

- Draft and prepare reports, letters, memoranda, correspondence and other documents for Executive Director and Senior Managers
- Support the Executive Director, the NNEC Board and senior managers with tasks upon request
- Plan meetings and take detailed minutes
- Manage phone calls, collect/provide information as requested,
- Schedule appointments, update calendars, and make travel arrangements for the Executive Director, Board of Directors and Senior Management
- Prepare and code purchase orders, cheque requisitions and maintain petty cash fund
- Coordinate Board, Committee and Annual General Meetings and ensure all packages are distributed as required
- Calculate honoraria for Members; ensure that honoraria cheques are processed and distributed
- Record, prepare, distribute and file Chiefs, Board, Committee and Management meeting minutes as appropriate
- Other related duties as assigned

#### QUALIFICATIONS:

- Certificate or Diploma in office/business administration and/or the equivalent of two years related office experience;
- Proficiency and experience in Microsoft is mandatory;
- Exceptional organizational skills while paying attention to detail;
- Excellent communication skills both verbal and written;
- Ability to prioritize and manage conflicting demands;
- Fluency in Oji-Cree, Cree or Ojibway is an asset
- Strong interpersonal skills and ability to work independently
- Able to work effectively and collaboratively with others
- A cooperative attitude and understanding of First Nation culture and traditions.

**Salary:** \$54,600 to \$67,151

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is for a new position and will remain open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to [humanresources@n nec.on.ca](mailto:humanresources@n nec.on.ca)