

NORTHERN NISHNAWBE EDUCATION COUNCIL



NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following position:

PELICAN FALLS CENTRE (PFC) - SECRETARY

GENERAL

The secretary will provide secretarial and administrative support to the PFC Manager, Team Leaders and staff of Pelican Falls Centre. Responsibilities include but are not limited to secretarial and record keeping duties. The secretary must be a self-motivated professional with excellent interpersonal and communications skills. The secretary must work both independently and as a team member. This position will be under the direction of the PFC Manager or designate. This position will have a modified work schedule through the school calendar; salary will be prorated over the full year (26 pay periods).

RESPONSIBILITIES

1. General duties including (but not limited to) processing reports, letters, memoranda, copying correspondence, taking minutes at meetings, maintenance of filing systems etc.
2. Circulate incoming mail and prepare outgoing mail.
3. Order supplies and maintain inventory.
4. Arrange travel as needed.
5. Prepare, code and forward purchase orders, cheque requisitions and invoices.
6. Record staff absences.
7. Other related duties as assigned

QUALIFICATIONS

1. Post-secondary degree/diploma in office administration preferred but not mandatory OR the equivalent of three years' secretarial experience preferred but not required.
2. Proficiency and experience in all Microsoft Outlook applications (Word, Excel, PowerPoint);
3. Excellent communication both verbal and written;
4. PowerSchool database proficiency and experience preferred but not required.
5. A cooperative attitude when working with First Nation students, public and staff.

SALARY: \$54,600 - \$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 position is open until filled. This advertisement is to fill an existing vacancy.

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