



Beausoleil First Nation

11 O-Gemaa Miikan Christian Island, ON L9M 0A9
705-247-2051 Fax: 705-247-2239 Email: admin@chimnissing.ca

Posted: September 19, 2019

EMPLOYMENT OPPORTUNITY

The Administrative Assistant will be responsible for providing secretarial and administrative support to the Chief and Council of Beausoleil First Nation in the form of providing effective organizational scheduling, board and committee agenda preparation, minuting and other tasks that may be assigned.

Job Title: BFN Administrative Assistant

Qualifications:

- Post-Secondary Diploma in Business or equivalent combination of education and 3 years' experience required.
- Previous office administrative experience required. Legal and/or corporate governance experience considered an asset, but not required.
- Extensive knowledge and experience in working within and for First Nation communities
- Fluency in a First Nation language is an asset
- Possession of a valid driver's license and access to a reliable vehicle

Skills:

- Familiarity with Microsoft Office Suite and Google Apps
- Excellent transcription, writing and word processing skills
- Ability to take detailed minutes
- Strong attention to detail and organizational skills
- Ability to work in a self-supervisory, multi-task environment, within clear timelines
- Administrative ability and experience
- Typing Speed of approximately 65 words per minute

Responsibilities:

- Prepare and distribute agendas for committee, working groups, Council and other meetings as required
- Transcribe minutes of committee, working groups, Council and other meetings as required
- Format and distribute minutes to appropriate channels in a timely fashion
- Maintain meeting schedules for Chief and Council
- Schedule meetings of committees, working groups, Council and other meetings as directed ensuring that the appropriate facilities, rooms and equipment are booked as required
- Compile all Council schedules, and in consultation with the Council Chair arrange meeting times
- Assist and report to the Chief of Beausoleil First Nation
- Other duties as directed

Duration: Term Contract, ending February 2020 (possible extension)

Salary: \$20.00/Hour

Hours: 35 Hours / Week (Typically Mon to Fri but may include evening and weekends)

Closing Date: Applications shall be delivered to the front desk of the Administration Building no later than **Monday, September 30th 2019 at 4:30pm**

Functional Supervisor: BFN Chief and Council

Supervisor: Dan Monague, BFN Administrator

***Full Job Description available from Human Resources Department**

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, 2 reference names.***

Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed 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.