



Beausoleil First Nation

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Posted: July 4, 2017

EMPLOYMENT OPPORTUNITY

The role of the School Secretary Position is to be responsible for providing overall secretarial/reception duties and clerical/administrative support to CIES Principal and staff.

Job Title: School Secretary

Qualifications:

- Proven successful receptionist and office administration experience
- Proven experience with word processing applications and software
- Proven communication skills verbal and written, excellent phone manner
- Possess basic understanding and abilities in accounting/bookkeeping functions
- Demonstrated high level of tact and discretion in dealing with staff and students
- Must possess knowledge of First Nation issues & Community dynamics
- Ability to initiate and co-ordinate fund raising activities
- Ability to demonstrate non-judgement and care to CIES staff and students
- Criminal Reference check and CAS clearances required
- Interest in FN Education issues
- First Aid/CPR an asset

Duties and Responsibilities:

- Ensures invoices are recorded and promptly submitted to Band Office for payment
- Assists with monthly financial reports – up to date and complete
- Assists in the preparation of annual service plan and budgets, and other financial reports
- Provides secretarial/reception/administrative support services for CIES program staff
- Ensures staff information boards and calendars are updated regularly
- Ensures all incoming and outgoing mail is processed appropriately
- Receives, sends, records and forwards all facsimile transmissions
- Assists with program correspondence, memos, fliers and reports
- Maintain program/financial/administrative filing system and revise annually
- Monitors and orders all office supplies
- Provide support services to Committee, recording minutes, photocopying, dispensing, information preparation for meetings, agendas, notices etc.
- Undertake appropriate training as required
- Assists with CIES/Education fund raising activities
- Assists with annual program activities (ie Halloween, Christmas parties etc.)
- Assists in the co-ordination of all meetings, training etc.
- Monitor and record equipment and resource loans and collection
- Ensures reception computer data is secured and backed up on a weekly basis
- Ensures work area is tidy and orderly
- Ensures photocopy room and supply cabinets are stocked and organized

Other:

Duration: September 1st 2017- August 31st 2018

Salary: DOQ

Hours of Work: 35 hours per week

Closing Date: Applications shall be delivered to the Administration Building no later than **Friday July 28, 2017 at 12:00pm.**

***A full Job Description is available from the Human Resources Department.**

SEND TO: Beausoleil First Nation Human Resources . Attn: Virginia Sandy, Interim HR Manager. Your application package must be clearly marked with your name and the position you are applying for and must include and up to date **Cover letter, Resume and 1 work related reference.** Faxed or e-mailed 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.