



# Beausoleil First Nation

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Christian Island, ON  
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Posted: July 19 2021

## **Education Administrative Assistant (One Year Contract)**

The Beausoleil First Nation is seeking to hire an Administrative Assistant to support the Director of Education and the Education Department by performing administrative, clerical, reception duties and maintain an efficient and organized office environment for the Education Department. Preference will be given to applicants who are of Aboriginal Descent.

**Job Title:** Administrative Assistant (One Year Contract till August 2022)

### **Minimum Qualifications:**

- Certificate or Diploma in Office Administration and/or at least two years in a senior administrative assistant position.
- Knowledge of the organizational structure of Beausoleil First Nation, particularly the Education Department
- Knowledge of effective office procedures and basic bookkeeping
- Excellent oral and written communication skills
- Excellent organizational skills and the ability to take initiative and meet deadlines
- Excellent computer skills with Microsoft Office software
- Demonstrate a high level of tact and discretion when dealing with staff and students
- Ability to work independently and within a team environment
- Ability to flex hours and be available on evenings and weekends upon request
- Valid driver's license is an asset
- A clear CPIC and VSS (upon offer of employment)

### **Duties:**

- Prepare and submit: invoices, purchase orders, travel claims, honorariums, and other documentation as required
- Research purchases and order office supplies, equipment, and other educational materials on behalf of the Education Department.
- Establish work priorities and ensure deadlines are met and procedures are followed
- Maintain databases and filing systems, ensuring the confidentiality and safety of sensitive documents
- Write, post, and distribute memos, letters, posters, notices and other forms of communication
- Assist in the preparation of various reports, forms and templates related to the Education Department
- Make necessary service calls for office equipment that requires maintenance
- Open and record incoming regular and electronic mail, as well as prepare outgoing mail and faxes
- Respond to telephone and electronic inquiries and/or direct inquiries to the appropriate person
- Participate on the Education Staff Team meetings and other internal committees/groups in support of education services to the community
- Plan and prepare for various events, workshops and training in the Education Department, following an approved budget
- Record minutes/notes, publish and distribute minutes/notes, and follow up on items raised from meetings
- Participate in professional development (ie. training, workshops, and events) as directed.

**Duration:** Full Time, subject to an 89 Calendar day Probationary period.

**Salary:** DOE/DOQ

**Hours of Work:** 35 hours a week- may include evenings and weekends

**Closing Date:** Applications shall be delivered to the Administration Building no later than **August 2<sup>nd</sup> 2021 at 4:30.**

**Immediate Supervisor:** Nancy Assance, Director of Education

**Functional Supervisor:** Dan Monague, Administrator

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 and at least two work related references.** Your application package must be clearly marked with your name and the position you are applying for.

Email: jobs@chimnissing.ca

Faxed or e-mailed applications are acceptable; however, applicants selected must present the original signed letter of application when requested.