



## **BFN TRUST OFFICE ADMINISTRATIVE ASSISTANT (REPOSTED)**

### **INTRODUCTION:**

The Administrative Assistant assists the Trust Comptroller in the day-to-day administrative duties of all Trust Office services and provides administrative assistance in meeting established goals and objectives of the Beausoleil Trust Office.

### **MINIMUM QUALIFICATIONS:**

- A college diploma in finance, administration or related field
- Excellent organizational, interpersonal and written skills
- Extensive experience working within a First Nations administration
- Excellent finance acuity
- Ability to work independently
- Successful candidate will be required to provide a copy of their valid driver's license & drivers abstract, and Criminal Reference Check
- Due to the nature of the funding, applicants must be a Beausoleil First Nations member.

### **ESSENTIAL DUTIES:**

- Draft and type correspondence, reports and internal office communications
- Review incoming correspondence and respond to routine inquiries; delegating to appropriate personnel
- Plan, organize and maintain a record management system for correspondence, minutes, resolutions and proceedings pertaining to the assigned program area
- Schedule, plan and execute all arrangements necessary for the preparation of meetings and appointments
- Monthly review and distribution of Trust Office budgets, ensuring appropriate financial recording and expenditures of all programs and services
- Review and prepare for signature of the Trust Comptroller expense claims, cheque requisitions, purchase order requisitions and programming reports received from various stakeholders
- Ensure monthly attendance forms for all staff are processed and submitted to Trust Comptroller for approval
- Ensure all HR related documents are processed and filed in locked cabinet.
- Other duties assigned as relating to position
- Flexible schedule to accommodate work hours that may occur on evenings, weekends and/or statutory holidays
- Willing to undertake professional development training as identified

**KNOWLEDGE AND SKILLS:**

- Knowledge and understanding of the Niigaaning G’Chi Mnissing Trust Agreement and Beausoleil Williams Treaty Settlement Trust (BWTST) community trust agreements
- Must understand the need to work within strict deadlines and the mandate of the BFN Trust Office and to seek direction where appropriate and as needed.
- Ability to work effectively and promptly with minimal supervision
- Must demonstrate excellent judgement, be of good character, trustworthy and demonstrate/maintain professional confidentiality
- Must be willing to take appropriate training as identified
- Compile and prepare minutes of meetings as requested.

**Duration:** Term contract until March 31<sup>st</sup> 2023.

**Closing Date:** **Tuesday, May 24, 2022 @ 4:30PM**

**Hours of Work:** 35 hours per week, shift work, must be available for evening and weekends

**Rate of Pay:** \$21.00 per hour

**Eligibility:** Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member as well as **comply with BFN COVID19 safety and security policy.**

Direct Supervisor: Joseph Stup  
Trust Comptroller

Functional Supervisor: Dan Monague  
First Nation Administrator

**HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O’Gemaa Miikan, Christian Island, ON, L9M0A9  
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

**Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.  
We thank all who apply; however, only those selected for an interview will be contacted.*