



Beausoleil First Nation
 11 O'gemaa Miikan
 Christian Island, ON
 L9M 0A9
 Phone: 705-247-2051, Fax: 705-247-2239 Email: admin@chimnissing.ca

Posted: May 9th, 2019

EMPLOYMENT OPPORTUNITY

The Administrative Assistant assists the Trust Office 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.

Job Title: Administrative Assistant

Qualifications:

- * An Office Administration certificate or college diploma or 3-5 years related experience in finance, administration or other related field
- * Excellent organizational, interpersonal and written skills
- * Experience working within a First Nations administration and knowledge of BFN Policies and Procedures
- * Excellent finance acuity
- * Ability to work independently
- * Valid driver's license & drivers abstract and Criminal Reference Check
- * Due to the nature of funding, applicants must be a Beausoleil First Nation member.

Duties and Responsibilities:

- Exceptional knowledge of various computer applications (MS Word, MS Excel, etc)
- Draft and editing of correspondence, reports and internal office communications
- Review incoming correspondence and respond to routine inquiries
- Maintenance of an effective electronic filing system
- Meeting and workshop preparation including agendas, logistics, booking locations/venue, catering and preparation of approved meeting packages.
- Ensuring appropriate financial recording and expenditures of all programs and services within the Trust office administration.
- Review and prepare for signature of the Trust Comptroller expense claims, cheque requisitions, purchase order requisitions and programming reports received from various vendors
- Ensure bi-weekly attendance forms for all staff are processed and submitted to Trust Comptroller for approval
- Collaborate and share information in a dynamic team environment within the Trust Office
- Must be able to work flexible hours during peak times (events, annualized activities, etc.)
- Other duties assigned as relating to position

Salary/wage: \$36,000 annually

Hours of Work: 35 hours a week.

Closing Date: Applications shall be delivered to the front desk of the Beausoleil First Nation Administration Building no later than **Wednesday May 23rd, 2019 @ 4:30pm**

Direct Supervisor: Owen Monague.
Trust Comptroller

Functional Supervisor: A. Dan Monague
First Nation Administrator

Applications shall be delivered to the front desk at Administration Building. Applications must consist of the following:
Cover letter, current resume, 2 reference letters, copy of relevant diploma and CPIC.
 Your application package must be clearly marked to the **Attention: Virginia Sandy, Interim HR Manager.**
jobs@chimnissing.ca
 Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original signed letter of application at the interview. Fax # (705) 247-2239
We thank all who apply, however, only those selected for an interview will be contacted.