



# Beausoleil First Nation Lands and Resources

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Reposted: October 9, 2024

## EMPLOYMENT OPPORTUNITY

Full-Time

The Beausoleil First Nation Lands and Resources is seeking to train an enthusiastic person for a **Lands Administrative Assistant**. The ideal candidate will have some experience in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.

### **Qualifications:**

- Minimum Grade 12 diploma
- Intermediate knowledge of computer software programs such as Word, Excel, PowerPoint, Outlook, and Internet Explorer;
- Adequate business letter writing skills an asset.
- Good verbal and written communication skills, including strong grammar and proofreading abilities
- Must demonstrate the ability to work with a high level of tact and discretion
- Strong organizational and time management skills, combined with the ability to prioritize tasks and projects; strong problem solving and multitasking abilities
- Must be willing to travel
- A valid driver's license is an asset

### **Duties and Responsibilities:**

- Assist the Lands Manager with the preparation of business presentations including text, overheads and electronic presentations.
- Prepare and/or edit internal and external letters, faxes, memos and mass emails on behalf of and upon the direction of the Lands Manager.
- Answer telephones and keep record of all incoming telephone calls. Direct callers to appropriate Lands Staff.
- Co-ordinate and take minutes of Lands staff meetings
- Greet clients and visitors to the office
- Organize and ensure proper file / Records are managed efficiently.

### **OTHER TRAINING REQUIREMENTS:**

- Must be willing to take in-house training related to the position
- Must be willing to take Lands Management training away from the office as opportunity arises

**Salary:** \$17.30

**Duration:** Full Time

**Closing Date:** Applications shall be delivered to the Administration Building no later than **October 23, 2024 @ 4:30 P.M.** Leave your application with the Front Desk Receptionist.

**Hours of Work:** 35 hours/week

**SEND TO: Beausoleil First Nation Lands & Resources. Attn: Anthony Lewis**

Your application package must be clearly marked with your name and the position you are applying for. ***Current Cover Letter, Resume and Reference***

Faxed or e-mailed applications are acceptable send to [Lands@Chimnissing.ca](mailto:Lands@Chimnissing.ca) 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.**