



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Territorial Planning Unit Administrative Assistant
Category: Full Time
Location: Kenora, ON
Salary: \$45,000.00 up to \$50,000.00
Closing Date: Open until filled

Job Overview:

The Grand Council “Administrative Assistant” supports the work of the Grand Council and assists the Administrative Office of Grand Council Administrative Corporate Services. The Administrative Assistant will be responsible for providing administrative and clerical support to the Territorial Planning Unit to ensure that services are provided in an effective manner. The Administrative Assistant will assist staff with the co-ordination of functions, special events and reception coverage as required.

Responsibilities:

- Answers telephone and relays calls and records messages;
- Schedules, confirms, and arranges appointments and meetings;
- As recommended prepares, takes minutes, edits and proofreads correspondence, and related material;
- Co-ordinates and manages general administrative office services, such as accommodation, equipment, supplies and general office maintenance;
- Makes arrangements, prepares and assists in Grand Council General Assemblies and other large events related to TPU;
- Arranges travel itinerary for the Territorial Planning staff;
- Assist in the planning and organizing of events related to the administrative office;
- Assist in the preparation of business-related presentations including text, overheads and electronic in form;
- Draft various reports as required;
- Completes office reporting procedures and duties;
- Arranges and manages TPU’s facebook page (Social Media);
- Log all TPU employee’s management schedules and ensuring employee documents are prompt;
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly;
- Other Administrative duties as assigned by the leadership of GCT#3.

Qualifications:

- Completion of a degree or certificate from a recognized university or College in business administration or public administration and/or an advanced specialization with two years' experience attained;
- Three years of experience as a Secretary / Administrative Assistant;
- Proficient spoken and written English with an understanding of the Anishinaabe language
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team);
- Punctual, meticulous and reliable with courteous manners to the public;
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change;
- Excellent written and verbal communication skills that take into consideration the complexity of information and intended audience.

Preference will be given to those applicants with:

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs;
- Experience communicating and building relationships with Treaty 3 communities.

Employment Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle;
- Must have a clear criminal records/vulnerable sector check is required upon hiring;
- Must be able to travel on short notice;
- Travel may be required within Kenora and surrounding areas;
- Busy office setting and repetitive work;
- Manual dexterity required to use desktop computer and peripherals;
- Interacts with public at large;
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Human Resource Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.