



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: TPU Senior Administrative Assistant
Category: Full Time
Salary: \$57,000 - \$60,000
Location: Kenora, ON
Closing Date: September 9, 2025

Job Overview:

The Grand Council Treaty #3 Territorial Planning Unit is seeking applications from individuals for a Senior Administrative Assistant position. This role involves a wide range of administrative duties, including managing schedules, coordinating meetings and events, preparing reports and correspondence, and maintaining confidentiality. The Senior Administrative Assistant is expected to interact professionally with internal and external stakeholders, demonstrate strong organizational and communication skills, and contribute to the overall efficiency of the TPU Department.

Responsibilities:

- Provide comprehensive administrative support to the TPU Director and senior management team.
- Perform receptionist duties, including answering calls, directing inquiries, and greeting visitors.
- Prepare training attendance information and follow up with absences and/or rescheduling needs.
- Review all documents, reports, and correspondence prepared for signature of the executive team for format, content, grammar, and spelling, and make edits as necessary.
- Prepare draft reports, background documentation, and research.
- Coordinate departmental programs, such as meetings, seminars, workshops, special projects, and events.
- Coordinate and assist with company-wide social events.
- Coordinate department activities; troubleshoot or escalate basic office administration issues.
- Receive incoming mail; review, evaluate, and distribute correspondence requiring priority attention of executive staff.
- Facilitate communication with department managers, business unit leaders, and project managers.
- Maintain daily appointment calendars of members of the TPU team.
- Complete expense reports, pay invoices, and other monetary duties.
- Take and transcribe dictation and notes of highly confidential subjects, including minutes of executive meetings.
- Assist with the preparation of presentations.
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other interactions.
- Assist with any planning or implementation documentation and organization
- First point of contact for any questions or concerns for the TPU Department.
- Other Duties as required.

Qualifications:

- Post-Secondary education.
- 2-3 years' experience in an Administrative role preferred.
- Working knowledge and understanding of local Indigenous cultures, histories, practices, and traditions. Ability to speak Ojibway or Oji-Cree is an asset
- Working knowledge of Indigenous services and resources available in the Kenora area.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse individuals and groups.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Good organizational and time management skills, with the ability to handle multiple cases simultaneously.
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, etc.
- Able to write and format moderately complex correspondence, including memos, letters, etc.
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Valid driver's license and reliable vehicle

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

Human Resources 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.