



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position Title: HR & Finance Executive Assistant (0.5 / 0.5)
Position: 1 year contract ending on March 31st, 2027 - New Position
Salary: \$60,000.00 – 65,000.00
Location: Kenora, ON — HR Office – Finance Office (In Person)
Closing Date: April 13, 2026

Overview:

The HR & Finance Executive Assistant supports both the Human Resources and Finance units by providing high-level administrative, clerical, and organizational support. This role ensures efficient communication, coordination, and workflow across both departments and contributes to the overall effectiveness of the Administrative Office of Grand Council Treaty #3.

Duties and Responsibilities:

HR (50%)

- Support internal and external HR-related requests.
- Maintain confidential employee records (digital and physical).
- Assist with Board Meeting Packages
- Schedule interviews, complete reference checks, and prepare onboarding packages.
- Prepare Legal Documents/Binders
- Prepare HR correspondence, memos, and reports.
- Coordinate meetings, interviews, HR events, and training sessions.
- Maintain HR filing and database systems.
- Assist with Career Fairs - travel
- Participate in Occupational Health & Safety activities.

Finance (50%)

- Greet and welcome visitors; direct them to appropriate personnel.
- Answer and forward incoming calls and inquiries.
- Prepare purchase orders, file invoices, travel claims, and cheque requisitions.
- Pick up/drop off mail, bank deposits, and office supplies.
- Assist with travel bookings and preferred hotel rates.
- Maintain office filing systems (digital and physical).
- Scan and distribute financial documents.
- Organize and prepare binders and meeting materials.
- Support leadership during meetings and forums.

Qualifications:

- Secondary school completion required; HR or Business Administration education preferred.
- 1–2 years administrative, HR, or finance-related experience preferred.
- Proficient with Microsoft Office and virtual meeting platforms.
- Strong organizational, multitasking, and communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Valid driver's license and clear background checks required.

Please send a 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 thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**