



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

This position is open only to internal GCT3 staff and Treaty 3 members. Applicants must identify their community. Not open to the general public.

Position Title: Economic Administrative Assistant
Position: Existing Position
Salary: \$55,000.00 – 60,000.00
Location: Kenora, ON – (In Office)
Posting Date: August 20, 2026
Closing Date: August 27, 2026

Overview:

The Grand Council “**Economic Administrative Assistant**” will work in a variety of fields within the Economic Unit which include: energy, housing, trade, and exploring new economic projects and partnerships in Treaty #3.

Duties and Responsibilities:

- Schedules, confirms, and arranges appointments and meetings of the Economic Unit.
- Manage project documents such as the project plan, budget, schedule and scope as directed by Senior Strategy and Innovation Manager.
- Support team members when implementing risk management strategies.
- Supports the coordination of general Economic projects, as directed by the Senior Strategy and Innovation Manager
- Have high problem solving, communication, organization and change management skills
- Be able to work independently and take initiative.
- Assist in the preparation of business-related presentations including text, overheads and electronic form.
- Build and maintain strong relationships with GCT3 staff, GCT#3 Councils, Treaty #3 Communities and Leadership.
- Develop and maintain strong relationships within the Treaty #3 Territory, and Economic Sector.
- Represent Grand Council Treaty #3 at meetings, workshops and conferences as directed by immediate supervisor.
- Point of contact for economic inquiries and information.
- Answer calls and/or relay messages as required.
- Review and prepare all documents, reports and other correspondence materials for the management team.
- Courteously receive and screen all in-bound calls and emails.
- Maintain daily appointments of the Economic unit.
- Take and transcribe dictation notes and meeting minutes.
- Maintain a high level of confidentiality in all interactions.
- Assist with report and presentation preparation.
- Assist in the planning and organizing of events related to the unit and support other units as required.
- Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- Maintain and monitor office supply inventory levels and place orders as required.
- Makes arrangements, prepares and assists in Grand Council General Assemblies
- Coordinate the logistical aspects of departmental programs, such as meetings, seminars, workshops, special projects, and events.

- Prepare cheque requisitions and purchase orders as required.
- Prepare travel arrangements with a keen attention to detail, where necessary.
- Support the Treaty 3 Investment Group Beef Initiative.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualifications:

- Secondary School Diploma required.
- Business Administration degree or diploma required.
- 1-3 years in an administrative capacity or relevant role, considered an asset.
- Must be friendly, creative and flexible.
- Ability to multi task, detail oriented, organized and motivated.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- An understanding of the Anishinaabe language, culture and traditions.
- Able to maintain filing systems and basic databases.
- Excellent analytical and problem solving skills.
- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.

Please send a cover letter, resume, and contact information for 3 references (email preferred) to the attention of:

Human Resources Department

Grand Council Treaty #3

P.O. Box 1720, Kenora, Ontario P9N 3X7

Email: careers@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.**