



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: Business Support Assistant

Position: Existing Position

Salary: \$60,000.00 - 65,000.00

Location: Kenora – In Office

Posting Date: October 28, 2026

Closing Date: November 4, 2026

Overview:

The Grand Council “**Business Support Assistant**” will support the daily operations of the Treaty #3 Investment Group.

Duties and Responsibilities:

- Receive and process customer orders by phone, email, online platforms or in person.
- Verify order details, quantities, pricing, and delivery information.
- Maintain accurate customer and order records.
- Communicate with customers regarding order status, delivery schedules, and product availability.
- Prepare and issue invoices for customer orders.
- Maintain spreadsheets and inventory records.
- Support general office operations and administrative tasks.
- Assemble and pack beef bundles according to customer specifications.
- Organize and prepare orders for pickup or delivery.
- Monitor inventory levels.
- Ensure proper food handling, sanitation, and storage procedures are followed.
- Assist with stock rotation and inventory counts.
- Have high problem solving, communication, organization and change management skills
- Be able to work independently and take initiative
- Develop and maintain strong relationships within the Treaty #3 Territory, and Economic Sector
- Point of contact for 28 Nations inquiries and information.
- Perform other related duties as assigned by GCT#3 & T3IG Leadership and supervisor.
- Answer calls and/or relay messages as required.
- Provide administrative support to all departmental members.
- Courteously receive and screen all in-bound calls and emails.
- Maintain a high level of confidentiality in all interactions.
- 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.
- Prepare cheque requisitions and purchase orders as required.
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualifications:

- Must be physically capable of lifting and carrying 50 lbs or more on a regular basis.
- 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.**