



Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Administrative Assistant**
Status: Full-time Contract
Opening Date: June 11, 2024
Location: Thunder Bay, ON

Posting Reference #: NTC-202415 (Reposted)
Contract End Date: 12 Months
Closing Date: June 12, 2024

At Nokiiwin Tribal Council, our mission is to work collaboratively with our five member First Nations to enhance their governance structures, financial management, access to justice, economic development initiatives, community planning efforts, technical support, and education services.

We are committed to building strong, sustainable partnerships with our member communities and providing them with the resources and support they need to thrive. Through our dedication to unity and cooperation, we strive to empower our First Nations to achieve their goals and aspirations.

The **Administrative Assistant** is responsible for performing a wide variety of administrative duties in support of the Program Support Personnel. Responsibilities will include typical receptionist duties in addition to more complex functions and services, such as being involved in the drafting of correspondence, minute-taking during confidential meetings, and scheduling appointments and coordination of events.

Key Responsibilities:

- Acknowledge and prepare responses to routine correspondence, e-mail and telephone calls and voice mail for the Department Managers.
- Provide admin support to all program and advisory personnel.
- and tracking correspondence including project submissions and funding arrangements.
- Prepare correspondence, and memorandums, assist in the preparation and publication of reports.
- Provide regular team support, feedback, and cooperation to teams.
- Develop and maintain office systems such as records management, resource center, mail services.
- Organize and coordinate meetings and conferences including telephone and video conferences.
- Coordinate and arrange travel for the Department Manager and employees, as well as for meeting guests/delegates as directed.
- Prepare and submit expense claims for the Department Manager and employees; prepare travel reimbursement claims (invoices) for travel sponsored by third parties.
- Take lead role in maintaining the Nokiiwin Newsletter in conjunction with Nokiiwin Program and Advisory personnel.
- Provide telephone information, assistance and referrals for guests and callers.
- Assist with distribution of information and hand-out materials at the office and public events.

Preferred Qualifications:

The position demands a high degree of organization, multi-tasking and priority setting skill in confidential atmosphere. The academic and skills expectations are as follows:

- A Degree/Diploma in Office Administration or related field or equivalent
- 2 year's experience in an administrative role with similar experience
- Works productively in a fast-paced environment with a positive, determined attitude.
- Able to multi-task to respond to the changing priorities in a timely fashion.
- Strong relationship, and communication skills with the ability to influence others.
- Analytical mindset, with proven ability for being resourceful and implementing effective solutions.
- Strong administrative experience required, proficient with Microsoft Office products.

What We Offer:

- **Health and Wellness** - we offer excellent health, vision care and dental benefits for eligible full-time employees.
- **Financial Security** – offers a Defined Contribution Registered Pension Plan (RPP) with competitive company matching option for eligible full-time employees.
- **Environment** – Nokiiwin's culture provides an exciting, supportive, and fun work environment.

Please send your cover letter, resume, and 3 work-related references by:

4:00 p.m. Friday May 10, 2024 to:

Human Resources, Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: hr@nokiiwin.com

Fax: (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.