



Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Team Administrative Assistant - Gravenhurst

Purpose of the Position:

Reporting to the assigned supervisor, the Team Administrative Assistant is responsible for providing administrative and technical support services to the service team or teams to which they are assigned. The Team Administrative Assistant will also provide support to ensure that administrative systems are functioning effectively and efficiently in support of smooth implementation of Dnaagdawenmag Binnoojiiyag services for staff, clients, visitors and the public at large. The Team Administrative Assistant will also be responsible for clerical and reception duties as required.

Responsibilities:

Provides administrative and technical support services:

- Assists with establishing and maintaining computerized and manual filing systems as required;
- Assists with the collation and maintenance of computerized monthly attendance records and other computerized documents;
- Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions, and year-end reports;
- When performing reception duties greet visitors and ascertain nature of business, assist with troubleshooting problems, refer to appropriate person or department, assist with necessary forms, paperwork, and letters, follow-up for resolution, escalate non-routine requests to Executive Director or other Senior Managers (or in branch locations to the Supervisor assigned to that office), ensure reception area is organized and neat at all times;
- Assists with preparations for groups/meetings, conferences;
- Runs errands as required, orders office supplies, and maintains office equipment as needed;
- Provide filing, fax, and photocopy support to Dnaagdawenmag Binnoojiiyag staff as required;
- Liaises with other service providers as deemed appropriate;
- Prepare agendas meeting packages and minutes of meetings as requested;
- Coordinate, organize, and confirm meetings, conferences, training sessions, travel arrangements, special events, as required.

Preferred Requirements:

- College diploma in business administration or related field OR minimum Grade 12 education with a minimum of five years' administrative support experience substantially similar to this position's responsibilities as listed;
- A solid understanding of and sensitivity to the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.

Knowledge Requirements:

The successful applicant will:

- Have knowledge of standard office procedures;
- Have extensive knowledge of computers and standard computer software programs (e.g. Excel, Word). Experience with a MAC computer is essential;
- Working knowledge of a multi-line phone system, office equipment: fax, photocopiers, shredder, scanners etc;
- Knowledgeable about the cultures and significant characteristics of the DBCFS First Nation communities.

Ability Requirements:

- The employee is required to provide their own vehicle for use on the job;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;
- Proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children;
- Your vehicle should be equipped for the use of child car seats;
- Provide an acceptable CPIC with VPSS;
- Provide an acceptable Drivers Abstract.

Starting Salary: \$44,500 - \$53,012 based on qualifications and experience

Closing Date: October 19th, 2018.

Only those selected will be contacted for an interview.

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- 3 work related references

Cheryl Benstead, Recruiting and Training Coordinator
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Hiawatha First Nation, ON K9J 0E6
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Email: careers@binnoojiiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca